

Summary of Qualifications

15 plus years of experience as an administrative, personal and corporate assistant. Accustomed to working off and on site with 24/7 availability in highly stressful and visible situations with the general public

Education

AAS, Paralegal Studies, Portland Community College, Portland, OR (expected) 6-2016

Work Experience

Executive Assistant, Washington Developers Builders Group, Vancouver, WA 2006-2008

- Maintain business and personal calendar for business executives and high profile clients
- Answer and screen phone calls – determine caller need and use discretion in soliciting information to determine nature of the call
- Coordinate travel arrangements, reservations and payment for lodging and out of town events and related expenses
- Pull permits, scheduled inspections and informed owner of change orders
- Draft or proof private and business correspondence
- Manage security team for local events respond instantaneously in on-call situations able to resolve conflicts and reestablish order with decorum and discretion
- Courier documents and manage time sensitive projects

Executive Assistant, Able Int'l, Milwaukie, OR 2004-2005

- Pull and maintain all office files including building drawings for active sales and development
- Work with corporate attorney to purchase auctioned property for investment
- Handle reception, screen and prioritize all requests for owner consideration, communicate closely with owner (cell and land line) for business projects, private security, scheduling public and private events

Project Manager, H-Drive Technologies, Portland, OR 2003-2005

- Work with new customers for \$100K web based advertising product. Discuss style preferences, negotiate sales and maintenance contracts
- Manage build out and monthly maintenance for over 20 West Coast customers and respective web sites. Act as liaison with graphic designers, photographers and sales representatives
- Write/update instruction and training manual and deliver on-site training for customer's sales personnel

Owner/Operator, Martial Arts Fitness Studios, Portland, OR 1993-2003

- Manage or owned 9 martial arts businesses simultaneously throughout Portland Metro Area
- Develop and implemented office policies and instructor manuals
- Handle all sales contracts, public inquiries, black belt testing and instruction for children and adults
- Select and train personnel to be welcoming and open to diverse clientele
- Carry out all bookkeeping preparation and business documentation using Quickbooks and Excel