

EXECUTIVE / PERSONAL ASSISTANT EXPERIENCE

Includes 6 years of assistance to the Executive General Manager in the Manufacturing and Apparel industry, and 4 years to a Producer / Artist in the Music and Entertainment industry.

Professional and personal assistance
Schedule planning
Manage correspondence
Travel arrangements
Tradeshow and event preparation
Household management
Administrative duties
Photo retouching/ basic video editing
Website design

Detail-oriented
Internet / research savvy
Creative and independent thinker
Proactive and can anticipate needs
Flexible schedule
Available to travel within the US
Discretion

SOFTWARE & LANGUAGES

Dreamweaver
Flash
Photoshop
Illustrator
Sony Vegas Pro
Adobe Acrobat

Standards Compliant XHTML
CSS
Microsoft Word
Microsoft Excel
Microsoft PowerPoint

EDUCATION

San Diego State University - Certificate of Website Design & Development - 2001
US Army Quartermaster School - 92A (Logistical Specialist) Training – 1995

EMPLOYMENT HISTORY

Freelance Web Designer & Graphic Artist – 2007 to Present

Standards compliant website design and re-development
Wordpress and CMS template design
Logo design, image retouching and image optimization
Editing and preparation of videos for the web
Excellent communication and project management skills

Design, Sales & Administrative Support, Brabo Inc – 2001 to 2010

Website design / maintenance of multiple company websites
Designed four of the top selling products currently in distribution worldwide
Involved in overall product design and consultation
Developed and maintain customer database involving nearly 5,000 customers
Perform Sales Representative duties at industry tradeshow nationwide
Warehouse duties such as inventory, preparing shipments and handling returns
Filing, data entry and general administrative duties
Effectively perform most tasks through online communication with no supervision

Membership Sales Representative, WPBS-TV – 1998-2000

On-Air host during membership drives and promotions
Helped develop and participated in company sponsored community events
Maintained member relations and tracked donation based gift distribution
Redeveloped/ maintained reporting system for state funding purposes
Displayed excellent customer service and public speaking skills

Automated Logistical Specialist, US Army – 1995-1997

Maintained warehouse records for inventory, material control, & supply reports
Verified quantities received against purchase requests and shipping documents
Unloaded and stored incoming supplies and equipment
Prepared and distributed required shipping and receiving documents