



Profile

Motivated, personable “Jane of All Trades” with a track record of quickly adapting to different situations and job roles. Willingly accepts responsibility, and maintains a sense of humor under pressure. Enjoys learning and increasing professional and personal skills—completed Master of Arts degree while working full time, has taken professional development courses (Conflict Management, Indispensable Assistant). Energized and intrigued by new possibilities.

Team-player who derives satisfaction from teaching others and helping them realize their potential. Motivates others by conveying enthusiasm and energy, and is strongly driven to understand and interact with others on a daily basis. Open-minded, curious, creative and innovative—utilizes different approaches to solve problems. “Big Picture” person with ability to see the possibilities and connect the dots.



Skills Summary

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|--------------------------|--------------------|------------------------------|
| ❖ Print & Web Marketing | ❖ Copy Editing | ❖ Conference, Event Planning |
| ❖ Website Maintenance | ❖ Customer Service | ❖ Quark XPress |
| ❖ Written Correspondence | ❖ Website Design | ❖ Adobe Creative Suite 4 |
| ❖ General Office Skills | ❖ Grant Research | ❖ Microsoft Office |



Professional Experience

- ❖ Plan monthly employee birthday parties.
- ❖ Work on committee for CORD Holiday Party.
- ❖ Plan small conferences for CORD client NCATC from start to finish:

Marketing

- ❖ Design and print postcards, flyers, brochures, web, email

Registration

- ❖ Processing, receiving, payments, invoicing

Hotel

- ❖ Distribute reservation information to possible attendees
- ❖ Maintain relationship with hotel’s Event Coordinator
- ❖ Choose and order menus for all meals, working within allocated budget
- ❖ Track reservations to make sure room block is met
- ❖ Meet with hotel staff on-site before event
- ❖ Change seating, conference room reservations and food quantities if necessary

Conference

- ❖ Send out call for presentations (also falls under marketing)
- ❖ Receive presentation proposals
- ❖ Maintain relationship with host college’s staff

- ❖ Organize, design and print conference program, including scheduling presentations
- ❖ Organize information for conference CD
- ❖ Order premiums and materials (pens, jotters, folders, etc.)
- ❖ Create, print and assemble name badges
- ❖ Ship materials to hotel
- ❖ Coordinate dinner and reception activities

On-site Registration

- ❖ Register attendees, enlist aide of host college's staff volunteers
- ❖ Distribute conference materials to registrants
- ❖ Collect checks and money or advise on credit card payment method available online
- ❖ Give directions and answer questions

Post-Conference

- ❖ Ship materials back to office, take inventory
- ❖ Distribute conference survey to attendees, collect results, present to NCATC board



Employment History

CENTER FOR OCCUPATIONAL RESEARCH AND DEVELOPMENT – Waco, TX

Research Associate, August 2006 to Present

JULY BUSINESS SERVICES – Waco, TX

Associate Consultant, January 2005 to August 2006

CMSI – Spring, TX

Junior Recruiter, 2004

BRENNER REALTY – Fort Myers, FL

Administrative Assistant, 2004



Education

SETON HILL UNIVERSITY – GREENSBURG, PA

Master of Arts, Writing Popular Fiction, 2008

UNIVERSITY OF NORTH TEXAS – DENTON, TX

Bachelor of Arts, Business Management, Communication Studies, Women's Studies, 2004