

3669 Taylor Road, #1503, Loomis, CA 95650
916-601-1573 pokerdealer58@yahoo.com

OBJECTIVE

I ventured out of the Bay Area in 2002 to experience something fresh. Decided to sell Real Estate in the Sacramento area, did well until the interest-only loans emerged. At which time, I decided to become a poker dealer. I now have the opportunity to again pursue new challenges. I am looking to work in a high-energy environment with diversity, stimulation, room for advancement, and gratitude.

SUMMARY OF QUALIFICATIONS

I worked nearly 20 years in a corporate environment. Experience in all levels of administrated support, performed multiple duties, answered phones, fax, emails, scheduled appointments, meetings, conference calls, ordered supplies, maintained computers, etc. Managed and supervised office staff. Proficient with Microsoft word, excel, and quick books. I also handled Comdex, CEO trade shows, and employee events.

- Result oriented Problem Solving Extremely motivate Proficient w/ computers
- Decision making Multitask-diversity High level of integrity Dependable and Team Player

WORK EXPERIENCE

9/2005-10/2012

Phoenix Casino

Poker Dealer

Proficient dealing: Texas Hold'em, Omaha Hi-Low, Pot Limit Omaha High only, Tournaments, HORSE

I diligently ran and maintained proper control of the game with a minimal amount of mistakes; dissolved issues while I maintained a mild and compassionate demeanor. Always customer oriented, dependable, focused on details, worked well under pressure, professional and energetic.

3/2002-3/2006

Keller Williams

Real Estate Agent/Notary

Developed my own business, handled all transactions, inspections, notary, listings, contracts, buyers and sellers, MLS, lenders, title companies, filings, other agents. I did my own flyers and newsletters. I closed all escrows with little to no complications or oversights. I complied with pertinent regulation, procedures and policies with a great deal of integrity. I was self-sufficient. Volunteered with Folsom Police Department, did crime prevention, neighborhood watch, controlled traffic for specific events, bike safety for the youth, assisted with parking for the rodeo, played Mrs. Clause one cold evening.

4/1998-6/2001

Intervideo, Inc.

Sales and Marketing Coordinator

My duties were to support Marketing Executive and the sales team. Scheduled appointments and meetings. Worked closely with clients, generated reports, letters, data entry, expense reports, telephones, marketing materials, hotel accommodation, flight reservations, shuttle, and assisted with projects. Handled Comdex in Las Vegas: reserved space, lighting, carpets, tables, scheduled and prepared conference rooms, marketing material, planned parties.

6/1992-11/1997

Jacobs Southard

Office Manager

Implemented office procedures, established manuals for the office and HR, scheduled and dealt with safety meetings, payroll, maintained medical plans, invoicing, and day-to-day office duties, i.e. Answered phones, scheduled appointments, assisted employees, liaison between employees and management, maintained computers, ordered supplies, and planned employee's functions/parties. Supervised office staff.

3/1990-6/1992

Logitech, Inc.

International Customer Service

Exchanged or replaced defective product for International customers. Generated invoices and attained customer satisfaction. I worked diligently with shipping; assisted in the development of the Kiosk Center for the Canadian border. I demonstrated several peripherals at Comdex and supported sales and marketing team.

EDUCATION

2004-2005	Poker College Poker Dealer	Rancho Cordova, CA
2005-2006	Body Institute CMT Certified Massage Therapist	Granite Bay, CA
5/2002-10/2002	Police Academy Crime Prevention/Volunteer	Folsom, CA
2002	Seminar for Notary Notary for Placer County	Sacramento, CA
2001-2002	Chamberlin Real Estate Real Estate Agent	San Jose, CA
1990-2000	Ohlone College Liberal Arts	Fremont, CA
1995-1996	Heald College Microsoft	San Francisco, CA

REFERENCE

Upon request

3669 Taylor Road, #1503, Loomis, CA 95650
916-601-1573

PERSONAL REFERENCE

Julie Romero-Genung 1824 Mt Diablo Livermore, CA	(925) 455-4234 Friends	 50
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Genevieve Garcia 1216 North Dome Merced, CA	(209) 337-7260 Friend/cousin	 30
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Khurram Akbar 633 Treviso Ct Roseville, CA	(650) 455-8716 Friend	 3
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Melissa Anthony Bell Road Granite Bay, CA	(916) 337-7260 Friend	 4
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Robert Meras	(916) 459-5812	
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Danny Munoz	(916) 390-0849	
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916-601-1573
POKERDEALER58@YAHOO.COM

*You be wondering why a former
Executive Assistant, Real Estate Agent, Poker
Dealer, with 20 plus years of experience is
applying for any of these position.*

*If so, please take a moment to review my
qualifications and past experience. With all
my previous employment, I am seasoned and
take great pride in customer-care. You'll see
that I have the required skills to transition
into this role.*

*By nature, I am outgoing, very responsible,
and will adapt to many situations. I am
ready for a change and guarantee that my
work will exceed your expectations.*

*The attached resume details my extensive
experience and training. If you choose to
interview and hire me, you will not be
disappointed.*

*My plan for the next couple of years is to
further my education in order to pursue a
degree in Criminal Law.*

I appreciate your consideration.

Sincerely, Diana Mata

Wednesday, June 26, 2013

