

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

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

## 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
Genevieve Garcia 1216 North Dome Merced, CA	(209) 337-7260	
	Friend/cousin	30
Khurram Akbar 633 Treviso Ct Roseville, CA	(650) 455-8716	
	Friend	3
Melissa Anthony Bell Road Granite Bay, CA	(916) 337-7260	
	Friend	4
Robert Meras	(916) 459-5812	
Danny Munoz	(916) 390-0849	

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*