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Paula K Guillory

Objective

Event Staffing Position

Education

San Francisco State University - San Francisco, CA
B.A., Bachelor of Arts in Broadcast Communications - 1995

Employment Experiences

CRF Cardiovascular Foundation Conference – October, 2013 San Francisco, CA
Room Distribution Supervisor and Room Monitor and Scanner

- Supervised with co-worker a group of 10 individuals
- Solved tablet issues that occurred
- Assisted in all capacities as needed
- Utilized scanner to count individuals during session
- Maintained and managed room flow of session

Oracle Open World Conference – September, 2013, San Francisco, CA

Room Monitor

- Assisted conference participants with all questions
- Utilized scanner to ensure proper registration
- Distributed session information to appropriate personnel

VM World Event Conference – August, 2013, San Francisco, CA

Room Monitor and Greeter

- Assisted with line flow of food distribution
- Advised participants on the various food options and sections
- Greeted participants and answered questions

AfroSolo "United in Health: Community Health Fair / Mo'Magic Backpack Give Away –San Francisco CA 2013

Volunteer

- Posted Flyers announcing the Fair
- Assisted in making sure evaluations were received from participants
- Answered any questions or concerns that participants had

AfroSolo Arts Festival 20 - San Francisco CA 2013

Assistant to the Director

- Develop ideas to help with communication flow
- Proofread materials
- Work on various projects as needed
- Input information into database

Biometrix Clinical Testing & Research – San Francisco CA 2013

Data Entry

- Entered data into computer working on "Special Project"
- Maintained and developed records as needed to facilitate project

BCA /Raifiki Wellness "Black Health & Healing Summit & Taking Action" - San Francisco , CA 2013

Volunteered & Attended

- Assisted in facilitating workshop on " Obama Cares: The Affordable Health Care Act "
- Attended Seminar on Public Policies and Health Issues in the Community
- Participated in Alternative Medicine workshop

Loma Linda Wellness Heath Fair, 2012

Volunteer

- Assisted in the coordination and facilitation of the Fair
- Aided Director in various duties as needed during Fair
- Counseled Participants on their In Body 520 Composition Analysis

CYR INT. Alhambra, CA 2011 – Temp

Food Demonstrator

- Cooking of the food to be sampled
- Arranging food for sample display
- Marketing of merchandise to the customers
- Knowledge and awareness of food handling rules

Other Skills

- Familiarity with Geographic Information Systems(GIS), Proficient in Microsoft Excel, Outlook, PowerPoint, Publisher Word , Public speaking, Video Camera Operator