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# Paula K Guillory

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<b>Objective</b>	<b>Event Staffing Position</b>
<b>Education</b>	San Francisco State University - San Francisco, CA B.A., Bachelor of Arts in Broadcast Communications - 1995
<b>Employment Experiences</b>	<p>CRF Cardiovascular Foundation Conference – October, 2013 San Francisco, CA</p> <p><b>Room Distribution Supervisor and Room Monitor and Scanner</b></p> <ul style="list-style-type: none"><li>• Supervised with co-worker a group of 10 individuals</li><li>• Solved tablet issues that occurred</li><li>• Assisted in all capacities as needed</li><li>• Utilized scanner to count individuals during session</li><li>• Maintained and managed room flow of session</li></ul> <p>Oracle Open World Conference – September, 2013, San Francisco, CA</p> <p><b>Room Monitor</b></p> <ul style="list-style-type: none"><li>• Assisted conference participants with all questions</li><li>• Utilized scanner to ensure proper registration</li><li>• Distributed session information to appropriate personnel</li></ul> <p>VM World Event Conference – August , 2013 , San Francisco, CA</p> <p><b>Room Monitor and Greeter</b></p> <ul style="list-style-type: none"><li>• Assisted with line flow of food distribution</li><li>• Advised participants on the various food options and sections</li><li>• Greeted participants and answered questions</li></ul> <p>AfroSolo "United in Health: Community Health Fair / Mo'Magic Backpack Give Away –San Francisco CA 2013</p> <p><b>Volunteer</b></p> <ul style="list-style-type: none"><li>• Posted Flyers announcing the Fair</li><li>• Assisted in making sure evaluations were received from participants</li><li>• Answered any questions or concerns that participants had</li></ul> <p>AfroSolo Arts Festival 20 - San Francisco CA 2013</p> <p><b>Assistant to the Director</b></p> <ul style="list-style-type: none"><li>• Develop ideas to help with communication flow</li><li>• Proofread materials</li><li>• Work on various projects as needed</li><li>• Input information into database</li></ul> <p>Biometrix Clinical Testing &amp; Research – San Francisco CA 2013</p> <p><b>Data Entry</b></p> <ul style="list-style-type: none"><li>• Entered data into computer working on "Special Project"</li><li>• Maintained and developed records as needed to facilitate project</li></ul>

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

  

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

**Other Skills**