

Donovan Virgil Marshall

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SKILLS AND ABILITIES

- Proven track record for increasing sales, customer confidence and satisfaction
- Enjoys working with diversified teams; self-motivated and works well independently
- Proficient in the use of Quicken Software, MS Office Suite and Internet functions

PROFESSIONAL EXPERIENCE

Monitor/Registration

San Francisco, CA

Action Figures

2004 – present

- Acted as information concierge, answering questions and providing directions and city resources to attendees
- Welcoming and directing visitors at a variety of trade shows, conventions and special events; booth monitor
- Proficient in a variety of registration systems on both Macs and PCs

Petitioner

San Francisco, CA

Democracy Resources

05/2014 – 08/2014

- Engaging and educating the public in order to present and endorse specific issues, legislation and candidates
- Maintaining detailed and current knowledge of relevant issues while presenting these in an understandable and professional fashion
- Taking surveys of and evaluating public opinion; establishing rapport with community members to maintain trust

Recruiter

San Francisco, CA

Layered Health Systems

10/2006 – 11/2008

- Recruited patients for ongoing clinical trials and maintained database of clinical studies
- Provided basic market research functions, such as demographic selection of candidates for trials
- Designed posters and flyers for advertising of clinical trials
- Responsible for placement of advertisements: geographic locations based on clinical trial needs
- Functioned as liaison with partner research companies; developed opportunities and partnerships with competitors

Operations Manager

Berkeley, CA

Buggy Bank

03/2006 – 12/2008

- Responsible for day to day fiduciary operations; reviewed profit/loss statements
- Deposited large sums of cash and checks; maintained bookkeeping reports
- Recruited and trained new employees and created a team environment
- Worked collaboratively; provided solutions for employee and customer satisfaction
- Responsible for providing employee evaluations based on company standards and guidelines

Assistant House Manager

San Francisco, CA

Salvation Army

03/1989 – 09/1989

- Monitored facility and ensured that all residents adhered to house policies and safety guidelines
- Recorded disciplinary actions and positive evaluations; facilitated orientation meetings and trained employees
- Administered urinalysis; skilled in emergency response and crisis intervention
- Adept with administrative paperwork/logs for client admission and discharge from programs

EDUCATION

University of San Francisco
San Francisco State University

COMMUNITY INVOLVEMENT

Community Board Member, Glide Health Services
Maintenance Volunteer, Rainbow Grocery
Expediting Officer, Walden House