



A creative support professional with a record of increased responsibility and over 24 years of work experience. Proficient in prioritizing, multitasking, and completing tasks in a timely manner. Customer focused with diverse industry experience including entertainment, insurance, human resources, consulting and managing, event planning, customer service, and retail. Enjoys learning new programs and processes. A team player who is attentive to detail and able to work in a fast paced environment. Excellent oral and written communication skills.

Objective: Creative and detail oriented Administrative Professional seeking a position where I can maximize my administrative, organizational, artistic, and communication skills to further the company's growth and profitability.

Experience:

Executive Secretary/Assistant (Contract)

Princess Cruises, Interior Design Dept., Santa Clarita, CA

December 2011 – July 2012

- Assists Vice President in all daily duties such as management and filing of all correspondence and materials samples
- Coordination of V.P. calendar, scheduling, and meetings, to include international travel and accommodations arrangements and preparation and submission of expense reports.
- Management of departmental employee time records, functions, supplies, and phones.
- Various other duties as assigned.

Executive/Administrative Assistant

Bexar Waste, Schertz, TX

June 2008 – June 2011

- Assists President in all administrative aspects of a family owned company.
- Various tasks including H.R. issues, worker's compensation, vehicle files, permits, and registrations, processing of government correspondence and contracts, etc.
- Notary Public and heavy customer service.

Interior Design Consultant

Self-Employed - Freelance, Los Angeles, CA


March 2006 – April 2008

- Design, application, organization, and décor for personal and retail spaces.

Executive Assistant to Sandra Lord/Event Coordinator

Sandra Lord Companies, Hollywood, CA

August 2005 – February 2006

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- Assists in all aspects of Office Administration/Management.
 - Event planning, coordinating and customer service.
 - Creative consult, graphic design, data entry, accounts receivable.



The Home Depot and THD at Home Services, Glendale, CA,

May 2000 – May 2005

***Sales Consultant/Credit Specialist (THD at Home Services)**

- Promote and process Home Depot credit applications and accounts.
- Generate sales leads at store locations.
- Responsible for preparation and sales of Home Roofing sales quotes.

***Human Resources Assistant and Store Scheduler (The Home Depot, Glendale, CA)**

- Assistant to HR manager; duties include hiring, orientation and training of new associates.
- Creating and maintaining files of new and current associates.
- Associate counseling and scheduling.

Real Estate Administrator

February 1997 – May 1999

Leonard's Training Programs, San Antonio, TX

- Counseling and registering students for Real Estate, Insurance and Securities courses.
- Preparation and processing of all Real Estate class packets.
- A/R, confirmation of payments and preparation of daily deposits.
- Monthly scheduling, inventory control, and various clerical duties.

Claims Clerk/Call Center Technician

October 1988 – May 1996

USAA, San Antonio, TX

- Assistant to Call Center Manager; monitored all first claim report calls.
- Inventory control.
- Processed all outgoing claim form packets and faxes.
- Electronically ordered police reports and medical indexing.
- Preparation and distribution of Call Center schedules and statistics reports.

EDUCATION

PMP and Six Sigma training – AAA University, Woodland Hills, CA (currently)

Film and Television Acting – The Actors' Edge Academy, Hollywood, CA 2001-2006

SKILLS

Typing 50+ wpm. Mac & PC savvy – Internet - Excel - Word – Outlook - Lotus Notes

Excellent Communication Skills – Detail & Result Oriented – Dependable – Dedicated – Friendly –

Creative – sense of humor.

Customer Service, Managerial, Sales, Training, and Counseling experience