

Celine Davies

153 Waterford Avenue, Seattle, WA 98101

H: (206) 262-1124

C: (206) 265-8182

Email: Cdavies@ai.com

PROFESSIONAL EXPERIENCE

Before (clients original)

Administrative Assistant

October 2006-Present

Major League Staffing Corporation, Redmond, WA

- Manage all day-to-day operations including accounts receivable, payable, bookkeeping and payroll
- Provide complete financial information
- Responsible for answering phones
- Oversee all shipping and receiving
- Organize office setup and manage office supplies

Business Office Assistant

May 2002-October 2006

Kent Vocational High School, Redmond, WA

- Managed Definity and Audix phone systems
- Managed purchasing of T1 Voice as well as upgrade of phone equipment
- Assisted in hiring a mid-size general contracting company
- Coordinated relocation efforts including office layout, storage, furniture, office equipment and carpeting
- Maintained and managed office equipment
- Sort and distribute mail for 70 employees and 3 departments

Temporary Sales Account Specialist

June 2001-May 2002

Guerrilla Marketing Corp, Redmond, WA

- Effectively set-up and executed marketing & advertising programs
- Managed marketing & advertising budgets
- Provided weekly sales reports, comparisons & analysis

Advertising Project Supervisor

July 1999-June 2001

John DeAngelo & Sons, Seattle, WA

- Coordinated marketing plans with marketing managers
- Supported expansion of sales and marketing programs
- Managed production schedules for P & T & STM advertising

Senior Sales Assistant

October 1993-July 1999

Landmark Mapguide, Dallas, TX

- Composed and distributed memorandums via electronic, voice and traditional method
- Successfully negotiated advertising rates
- Wrote and distributed weekly management, share market and positioning reports
- Responded to five busy phone lines
- Maintained inventory control for magazine stock and department supplies

EDUCATION

Washington State University, Seattle, WA

August 1995-May 1999

Bachelor of Arts in Communications

The White House

December 1997

Intern, the new research department, (telecommuter)

CERTIFICATES

- Dale Carnegie Course
- Skills for Success: A Guide for Secretaries & Administrative Assistants

Notes: This is a work history, missing are accomplishments, skills, desired objective and customization. However there are good points. But certainly this is not a strong resume even though my client's skills are so good they are off the chart.

In my review, I graded this incomplete as there was much work to do. What was here was good though. I was hired to write the resume below. My finished after version is below so just scroll down please. Naturally, careers where there are a lot of repetitive tasks are more challenging to make great resumes for.

Fortunately my client was not lacking in skills, abilities and accomplishments. After a thorough client interview by phone a lot of additional information was provided. This is a resume that is perfectly reflecting my client's instructions and wishes. Compare the before and after and see if you notice any difference. Which one would you give an interview appointment to?

Do you think the after resume below would earn my client a higher salary?

Do you think the after resume below would cut my clients job hunting time in half?

Do you think my client will now have a choice of jobs to pick from so she can take the best offer?

Scroll down to see my finished work the after version.

(All contact info changed for privacy reasons.)

My professionally written resume for Celine Davis (After)

Home (206) 262--1124 • Cell (206) 265 – 8182 • Email: Cdavies@ai.com • My profile: <http://Linkedin.com/in/cdavies>

Executive Assistant

As an **executive assistant** I will add a new higher level of productivity to any executive's office with my multitasking ability, excellent written and verbal communication skills and general office administration know how. But what makes me unique is my passion for technical expertise and problem solving skills in both PC and MAC troubleshooting/technical support.

Accomplishments

- ▶ Regional Manager, Stewart Olsen said: "Celine Davies a great white shark always hungry for more work, just amazing"
- ▶ Certificate of Appreciation in recognition of outstanding service as a White House intern in the new research Department from: Bill Clinton, Hillary Rodham Clinton, Al Gore and Tipper Gore, December 1995
- ▶ Routinely designated as the "go to" expert at getting things done in the work place.
- ▶ Saved my employers many thousands with my technical support ability.

Skills and Abilities

- ▶ Extraordinary multi-tasker
- ▶ MS Office Certified
- ▶ Know Quickbooks Pro 2009
- ▶ Proven organizational skills
- ▶ Productivity expert
- ▶ Type 50 wpm
- ▶ Master at research
- ▶ Superb in customer service
- ▶ Mac and PC proficient in XP, Vista & OS X 10.5
- ▶ Expert troubleshooter/technical support ability
- ▶ Excellent written & verbal communication skills
- ▶ Speak fluently in Spanish, French and Italian

Experience

Executive Assistant, Major League Staffing Corporation, Redmond, WA October 2006 – Present

- ▶ Managed operations: accounts receivable & payable, bookkeeping, shipping & receiving and payroll for management
- ▶ Answered all incoming calls
- ▶ Managed office & supplies
- ▶ Compiled and provided financial reports to HQ

Business Office Assistant, Kent Vocational High School, Seattle, WA May 2002 – Oct. 2006

- ▶ Coordinated all relocation plans and execution of: Office layout, storage, furniture, office equipment and carpeting
- ▶ Managed all phone systems
- ▶ Managed phone upgrade to T1
- ▶ Assisted in hiring a mid size general contractor
- ▶ Managed office equipment
- ▶ Assisted where ever needed
- ▶ Delivered mail to 3 departments & 70 workers

Temporary Sales Account Specialist, Guerrilla Marketing Corp., Redmond, WA June 2001 – May 2002

- ▶ Successfully set up and executed advertising programs, managed advertising budgets and provided sales analysis

Advertising Project Supervisor, John DeAngelo & Sons, Inc., Seattle, WA July 1999 – June 2001

- ▶ Coordinated marketing plans
- ▶ Managed production schedules
- ▶ Facilitated expansion of sales & marketing plans

Senior Sales Assistant, Landmark Mapguide, Dallas, TX Oct. 1993 -- July 1999

- ▶ Handled 5 busy phone lines
- ▶ Negotiated Ad rates profitably
- ▶ Managed department reports & communications

Education

Bachelor of Arts in Communications, Washington State University, Seattle, Washington May 1999
Technical Management/Computer Information Systems, DeVry University, Seattle, WA Sept. 2007 – June 2008
Certificate, Skills for Success: A Guide for Secretaries & Administrative Assistants, Seattle Comm. College, Seattle WA
Certificate, The Dale Carnegie Course, Dale Carnegie Training, Seattle, WA

