

OBJECTIVE Employment with a company that will draw upon my skills and interests in an environment conducive to personal and professional growth.

EDUCATION **Bachelor of Science, 2004, Summa cum Laude**

Arizona State University, Tempe, Arizona
Major in Family and Human Development
GPA 3.95; cumulative GPA 3.81

Associate of General Studies, 2002, with Distinction

Mesa Community College, Mesa, Arizona
Cumulative GPA 3.57

SUMMARY OF EXPERIENCE

Six years of management experience in business administration including *Accounting* and *Payroll*. Entertainment industry specific experience including *General Manager*, *Assistant Manager*, and *Supervisor*. Responsibilities within these positions have included:

- Supervision of and accountability for all business operations
- Computation and analysis of all financial data
- Meeting corporate budget goals in payroll, cost of goods, etc.
- Developing and implementing policy and procedure
- Organizing local & statewide marketing campaigns and promotions
- Edited and designed promotional material including press kits and websites.
- Hiring, training, scheduling & staff supervision with emphasis on customer service
- Maintaining payables, receivables & taxes ensuring correct, timely payment
- Auditing accounts payable, payroll, and personal expense accounts
- Processing weekly and bi-weekly payrolls for between 5 and 3000 employees
- Weekly and daily inventory and ordering products and supplies
- Product placement and merchandising
- Facility organization, upkeep, and maintenance

OTHER SKILLS

Computer:

- Fluent in Windows; MS Office: Word, Excel, PowerPoint, Publisher, and Front Page
- Operated QuickBooks, PDI, ADP, TimeCare, HRizon, and other proprietary accounting, payroll, and HR software
- Created and Maintained websites using HTML, JavaScript, and editors
- Graphics creation and editing using Adobe Photoshop, Corel and other tools
- Word processing at a typing speed in excess of 68 wpm w/ 98% accuracy
- 10 - key by touch

Technical:

- Networked, installed, maintained, and repaired computer hardware
- Proficient in 35mm projector operation, maintenance and repair

Training and Certifications:

- Completed corporate training courses in management styles and techniques.
- Certified Arizona State Food Manager.
- Certified as Disclosed Manager from Arizona State Alcohol Training program.
- United States Government Title 13 security clearance, for sensitive information.

**WORK
EXPERIENCE
HIGHLIGHTS****VP / Publisher, Northern Spirit Books, Tempe, Arizona**

Supervisor, Linda Dewey, Owner; May 2005 – Present

Developed and directed statewide marketing plan, including promotion and publicity. Cultivated positive relationships with other businesses. Prepared, edited, and designed promotional material including press kits and extensive website. Maintained in house accounting including payables, receivables, inventory, and payroll. Supervised seven telecommuting employees, conducted staff meetings.

Web Master / Designer, Freelance, Tempe, Arizona

Self-employed; November 2004 – Present

Designed and maintained internet websites for individuals and organizations, working closely with them to deliver a satisfying final product, including graphics creation. Designed product packaging and promotional material.

Research Assistant, Family & Human Dev. Dept., Arizona State Univ.

Under Dr. W. A. Griffin; Supervised by S. Schmidt; Fall 2004

Coded children's behaviors and interactions with purpose of creating a computer simulation of said behaviors and interactions.

General Manager, Madstone Theaters, Chandler, Arizona

Supervisor, Nancy Yaffa, Vice President; July 2002 – Nov 2002

Opened business; sole responsibility and accountability for all business operations. Hired, trained, scheduled, & supervised entire staff. Developed and implemented policy and procedure to maximize customer service and increase profitability.

Payroll Coordinator, NCS: Census 2000, Phoenix, Arizona

Supervisor, Donald Janes, Department Manager; Jan 2000 – Aug 2000

Processed departmental payroll for 150 employees. Investigated, calculated, and corrected payroll variances.

Assistant Manager, Hollywood Video, Phoenix, Arizona

Supervisor, Carol Zerillo, General Manager; May 1999 – Sept 1999

Assist in all daily operations of business. Trained, scheduled, and supervised staff. Compiled all financial data including deposits and petty cash for corporate.

Assistant Manager, Harkins Theatres, Scottsdale, Arizona

Supervisor, Eric Kullander, General Manager; Aug 1998 – Dec 1998

Assist in all daily operations of business. Trained and supervised staff with an emphasis on Customer Service. Completed daily product inventory.

Assistant Manager, United Artists Theatres, Scottsdale, Arizona

Supervisor, Jerry Heredia, General Manager; Sept 1995 – Aug 1998

Assist in all daily operations of business. Trained and supervised staff with an emphasis on Customer Service. Completed daily product inventory and weekly employee schedule. Supervised projection booth operations including equipment maintenance and repair.

**VOLUNTEER
EXPERIENCE****Campaign Volunteer, Dennis Kucinich for President 2004**

Volunteer, Spring 2004

Interacted with members of the community to motivate & inform about Representative Dennis Kucinich's background, position on issues, and qualifications to secure their vote during the primary election.