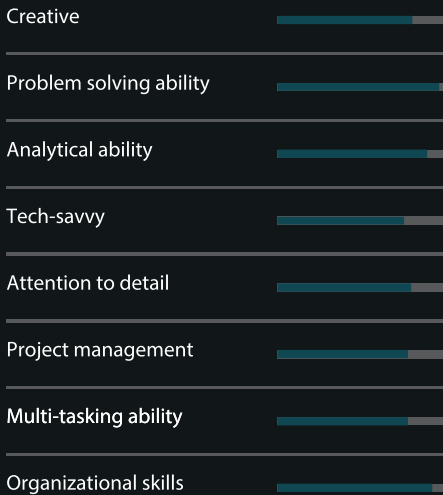
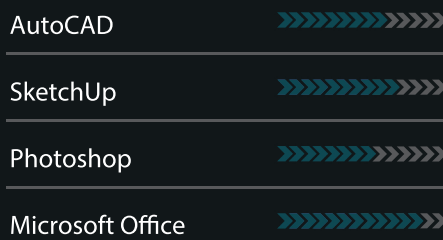




+Professional Skills



+Technical Skills



+ Personality Type

Myers-Briggs: ENTP

Enneagram: Eight w/ Seven

+Work Experience (Continued)



December 2011
January 2014

OFFICE ADMINISTRATOR / FOLIO WEEKLY

- Assisted multi-territory sales team to ensure client satisfaction and new client acquisition
- Responsible for ongoing website design and updates
- Management and marketing of client/end-user incentive program
- Conducted daily social media networking updates on Facebook, Twitter, email newsletters, and promotional giveaways
- Recorded and reconciled weekly and monthly Accounts Receivable entries
- Partnered with distribution team to ensure reliable management of physical and electronic archives
- Produced reports for upper management

+References



BRYAN WILSON
Owner / EF Wilson Enterprises
T. 904.955.9732
E. woofbkw@gmail.com



LYNN MCCLENDON
Office Manager / Folio Weekly
T. 904.704.1300
E. lmcclendon@folioweekly.com



MARK KRENN
Owner / American Solar
T. 904.349.7224
E. mkrenn@comcast.net



STACEY HIRES
Nursing Student
T. 904.304.9941
E. hiresr@students.fscj.edu