Tammy Arthur

I've been in marketing 36 years. I've been creating via freelance for over 16 years. I've worked on a variety of layouts, which has allowed me to learn various industries and be a part of several companies.

JUMPING FOX Design Studio

Presentation Decks • Rebranding • Flyers • Newsletters • Signage • Eblasts
Manuals • Directories • Product Labels • Magazine Ads • Children's Book Layouts
Financial Reports • Invitations • Stationery • Educational Materials & More

A portfolio of design highlights can be found at: www.behance.net/HDSasTammyArthur
My Linkedin: www.linkedin.com/in/tammy-arthur-79450923/
Website: www.JumpingFoxDesignStudio.com

Employment History:

09/25 - Current - Permitting Manager / Graphic Designer, LeeCorp Homes, Estero FL (Freelance)

- PERMITTING: All of our home placements, engineered foundations, septic placements, and outdoor package installations with 7 area permitting offices. Handling all permitting, revisions and rejections until successful with proper permit. Includes relations built with county officials and surveyors.
- GRAPHIC DESIGN: Layout of newspaper ads, magazine ads, eblasts, display boards, flyers, brochures, establishing branding.

01/18 - 09/25 - Marketing & Operations Director, LeeCorp Homes, Estero FL

- GRAPHIC DESIGN: Layout of newspaper ads, magazine ads, eblasts, display boards, flyers, brochures, establishing branding.
- EVENT PLANNING: Annual Open House planning. Arranging vendors, model decor retouches, radio script, prizes and event menu.
- ADMINISTRATIVE ASSISTANT to: Owner, Accounting and Sales. Tech support relations, key holder. Communication with our home buyers, greeting customers, opening office daily, filing, answering phones, consistent upkeep of our SmartSheet operations database, etc.
- OPERATIONS: Assisting the Owner with keeping track of each home placement and outside package from lot survey to keys via SmartSheet.
- SOCIAL MEDIA: Creation of several facebook posts a week ranging from reels, photos, education items, testimonials and more.
- SALES CONTRACT AUDITING: Auditing and converting every sales file to ensure an accurate release throughout the company's departments. Utilizing SmartSheet to track the exact steps needed to place our houses and finish outdoor packages.
- PERMITTING: All of our home placements, engineered foundations, septic placements, and outdoor package installations with 7 area permitting offices. Handled all permitting, revisions and rejections until successful with proper permit. Included relations built with HOAs, county officials and surveyors.

iAuto was a freelance client of mine before they asked me to be a remote employee.

10/15 - 10/17 - Graphic Designer, iAuto Marketing, Memphis, TN

- Designed pieces for use on monthly website campaigns for 9 dealerships: sliders, ads for facebook, social media needs.
- Weekly newspaper ad designs for dealerships with elements required by auto manufacturers.
- Layout of postcards, direct mail and event flyers for dealerships as needed.
- Worked with key contacts at 9 dealerships (mostly owners) to gather information needed for ads, proofing ads & mailers, negotiate costs and maintain deadlines. Acquiring mailing lists, providing event art, etc.

I continued with Mari Vesci as freelance designer until 09/23.

02/12 - 02/18 - Marketing / Graphic Designer, Mari Vesci Real Estate, Naples, FL

- Planning & layout for all advertising: In-office advertisements, magazines, eblasts, direct mail, flyers, brochures
- Layout of all window advertisements and upkeep of outdoor displays & brochures at various locations in Naples.
- Utilizing Matrix (MLS/Matrix) to plan advertising and pull information to use in layouts
- EDDM mailings
- Analyzing and implementing area stats information from NAPLES AREA BOARD OF REALTORS to enhance advertising & updating materials.
- Media: Magazine Ads, Flyers, etc.
- Vendor Contact: Obtaining quotes and knowing the printer's capabilities to achieve best result.
- Office Presence: Ran the lobby on Sundays for walk-ins and prepped for open houses.

October of 2010, I started my home studio to serve clients on a freelance basis.

08/10 - 12/10 - Assistant to Sales Director, Destination Resources, Naples, FL
This was a fill in job while starting my graphic design studio with freelance work.

- Developed client proposals and contracts to assist the Owner in the sales phase.
- Vendor procurement for program schedules as well as keeping up-to-date information on all vendors.
- Assist with events and operating programs as needed.
- Maintain inventory in our warehouse filled with event decor and linens.

These were temporary jobs while I was starting my freelance studio.

01/10 - 05/10 - Business Operations Manager, Principal Investigators Association, Naples, FL
This was a startup business of some former co-workers. I agreed to help them during the startup process.

- Managed Audio Conference Division - marketing of monthly audio conferences (speakers and topics).
- Managed a team of four off-site people as the head of the E-mail list Acquisition Team with weekly quotas.
- Monitored all teleconferences as scheduled to ensure start & finish times as well as audio clarity.
- Searched web for pertinent topics and then searched for credible speakers.

Summary:

I am someone who invites a challenge to learn something new. From procedures, business flows, software to management styles and collaboration for growth. I don't fit into a box and I don't plan to. I like to learn and seek out ways to help my employer or freelance client grow. It feeds my need for success as well.

That being said; I am analyzing everything I see, as marketing is all around us. This inspires ideas, what I would have done differently, readability, clarity of message, font choice, color choice, etc. The areas I enjoy are typography and color usage. I also have a great fondness for math, accounting, data analysis, etc. and conveying that type of information in layouts.

In each job I've had - I want to learn everything I can about how the business works as a whole, so I can make my job an efficient part of the process. I'm fearless when it comes to learning new tasks, going outside the box, and taking on areas that are not in my job description. Once I am part of a team, my freelance clients and/or employer become priorities that I nurture, defend, and commit to 150%.

Do I check all the boxes needed - perhaps not... but, perhaps it's - not yet. Teach me!

02/08 - 01/10 - Marketing Coordinator / Assistant to Marketing Director, Miromar Development Corporation, Estero, FL

- Participated in the team's creation of materials for events, newsletters, newspapers, magazines, billboards, eblasts, etc. - for 4 entities.
- Vendor relations/negotiations. Contract reviews with Marketing Director and VP of company for each magazine & billboard contract.
- Provided collateral needs to our four entities: events as well as an extensive marketing collateral list for Sales Center.
- Kept an inventory of all marketing materials, costs, generating reorders and cost analysis.
- Tracked project progress in Microsoft Access, maintained job log (work progress) and work history for the Marketing Department.
- Managed vendor quotes and achieved approvals from CFO.
- Vendor invoice processing through Accounts Payable by providing history, quotes, samples.
- Monthly reconciliation/accounting accruals (4 entities).
- Event planning as needed. Determine marketing needed as well as items we were to provide for event ranging from roses to event staff.
- Facilitate Marketing Director by generating needed materials for all upper management meetings.
- One of the few chosen for filling in at receptionist desk on multi-line phone system when requested. Phones, guest greeting, etc.
- Facilitate Marketing Director by creating and maintaining budgets and reconciliations for cost tracking for all four entities.
- Creation of eblast setup in eCampaignPro for monthly eblasts as well as cost tracking and analyzing results.
- Slide creations for events or announcements used for resident television channels.
- Created stock supply and a system for quickly fulfilling marketing sample pack for Owner to present to contacts.
- Proofing all marketing generated by our department.
- Participated in meetings with staff members as well as vendors.
- Assisted with interviews for staff in Marketing Department.
- Attended events representing the Marketing Department such as CBIA, LBIA, Pinnacle, Sand Dollar, etc.
- Contributed to the writing and presentations submitted for annual builder awards.
- Pulled and cleaned resident list for quarterly mailing of newsletter.

08/02 - 02/08 - Traffic Control/Graphic Designer/ Production/Fulfillment/Online Content Manager, Eli Research, Naples, FL

- Set deadlines with editors all over the world to achieve timely printing of over 150 newsletters each month.
- Marketing for newsletters, products, live audio, teleconference, and book divisions such as flyers and ads.
- Layout of newsletters (8-16 pages)/teleconference flyers, product flyers/ads for newsletters, and retention (renewal) letters.
- Worked with the Accounting Department on reconciliation, accruals, budgeting, forecasting, analyzing costs.
- Created analysis on sales, costs, etc. for Owner as requested. Our Owner frequently asked me specifically for my analysis.
- Assured newsletter layout by our writers were press ready and corrected any issues to avoid printer design correction costs.
- Analyzed customer data pulls and determined order quantity along with monitoring printing/mailing costs.
- Tracked each marketing effort's success along with telemarketing use of newsletters in their programs.
- Worked to ensure our product fulfillment was flowing and utilized my customer service skills to solve shortages as well as customer contact.
- Implemented several cost saving ideas such as; printing interior of newsletters in gray scale and only cover in 4 color. Saved thousands!!
- Streamlined the printer billing estimates by creating a job order in excel to accurately predict all costs to allow accounting to forecast costs quarterly by creating purchase orders in our system and verifying I met my budget.
- Processed invoices from vendors. I was required to approve all invoices. Any errors found were resolved with vendor prior to submitting to accounting, eliminating the need for the accounting department to take the time to investigate.
- Managed one on-site employee, three off-site employees who were responsible for on-line subscription copy uploads as well as two employees in India.
- Toured vendor facilities that wanted our business and gave recommendations. Tours allowed me to streamline my processes to improve the fulfillment of our product or change our processes to match the vendor's capabilities and workflow.
- Assisted teleconference department to monitor teleconferences in progress as needed, eventually becoming part of the program planning.
- Assisted and provided information for our Sales Manager to allow our call center to have accurate picture of newsletter delivery and product availability.

PRIOR EMPLOYMENT in Iowa consisted of:

- Customer Service - GLS - (Fiberglass and resin orders for Iowa and Nebraska, logistics, customer service, invoicing, shipping docs, etc.
- Newspaper Composition Artist - Ida County Courier - (Ad creation, layout of weekly newspapers & editorial, shooting negatives, etc.)
- Manager - King Movie Theater (Large window advertising, newspaper ads, running camera, concessions, rentals, cleaning, supervising employees, etc.)
- Silk Screen Ink (Art department - design of multicolor art for garments, banners, hats, etc.)
- Newspaper Composition Artist - Shopper News Network) - 8 weekly Shoppers - (Ad creation, pagination, photography, layout of 8 weekly newspapers, shooting negatives, etc.)

Education:

Odebolt-Arthur School System, Odebolt, IA

Western Iowa Tech College, Sioux City, IA -
Computer Science & Accounting

AXIA University of Phoenix - Associates in Accounting

Software:

Adobe Creative Cloud (InDesign / Illustrator / Photoshop)
Microsoft Office Suite (High Proficiency in Excel)
QuickBooks • MLS/Matrix • ACT! • SmartSheet
Constant Contact • Quark • SharePoint

I have a very tenacious will to learn while growing as a designer and marketing professional. I frequently take courses on-line to learn from my peers and grow my knowledge base. I am most proficient in Excel, InDesign, Illustrator and Photoshop with goals to learn web design and video editing.

Characteristics:

Goal-Oriented	Loyal	Honest	Dependable	Responsible	Strong Work Ethic
Problem Solver	Multi-Tasker	Detailed	Organized	Creative	Adaptable
Quick Learner	Trustworthy	Accurate	Team Player	Pro Company	Proactive
PC & Mac Proficient	Independent	Positive	Forward Thinker	Deadline Driven	Focused

Testimonials

I can't tell you how happy I am that we connected. You are an asset to SWFL Naturally. Thank you for all of your efforts. ~Lynda

Ta da! Love it! Looks awesome - such a professional touch you have! ~Mari

This is why I like working with you, totally on the same page whether we talk every day or not! ~Lynda

I love it... I think John will too. You sure can make us look good!!! ~Mary
Looks great! Thanks for all of your hard work. ~John

OMG! I LOVE IT! You are one of the most talented people I know...this looks terrific!!! ~Mary Johnson

I think that you are amazing. I appreciate everything you do! ~Kristen

You are the best. Thank you for your dedication. I don't know what we'd do without you. ~Markie

I'll tell you this much - you are seen as irreplaceable and key to our success.
~ Kristen

Tammy is a whirlwind of efficient back end detail process management blended with the surprising bonus of design skill. She can create functional media flow systems and both execute the flow and document and train others to expand the scope. Very talented, very detail oriented, but able to look at the big picture with flexibility and fix the odd unexpected things that come up in any set process.
~Mike Campbell, Eli Research

Tammy pays meticulous attention to detail, and she keep track of every project without missing a beat. I have always been amazed with the amount of work that she has on her plate, but I always felt that my projects were the most important to her.
~Christopher Owens, Eli Research

During my tenure at Eli, Tammy was the oil that kept the editorial and marketing machines on deadline - and that was a tough task! With over 150 separate publications and countless direct mail efforts being coordinated each month, Tammy held a very firm yet friendly grip on the process and the staff were appreciative of her graphic contributions to their projects. If you need a fulfillment manager that will get your pubs out on time, has a creative flair and a pleasant personality...Tammy is the woman for the job!
~Debi Melillo, Eli Research

I had the pleasure of working with Tammy for numerous years. She was results and deadline driven. She was always positive and eager to tackle any project put before her. She successfully communicated with staff in multiple offices and on several continents. If there was anything that needs to be done, you can absolutely give it to Tammy with confidence that it will get done on time and correctly right out of the gate.
~Sam Saldukas, The Coding Leader

Eli Value Award for Excellence 2006:
She knows everything about getting publications printed, and she has a fantastic relationship with our vendors. She regularly goes above and beyond the call of duty. She stays on top of everything no matter what it takes and deserves to be recognized for the well executed role she has.

This was a excerpt from our yearly awards in which I was nominated by my peers for:
Profitability - Awarded
Accountability/Reliability - nominated
Adaptability/Flexibility - nominated
Excellence - nominated

Award of Excellence
For managing an incredible workload and millions of details, usually creating one of her fabulous spreadsheets. She does a great job making sure all 140 of our monthly newsletters to out on time and with correct inserts. She is always willing to lend a helping hand and knows where to get answers quickly.

Eli Award of Excellence - SuperSaver
For taking on the task of redesigning our QuickView Coding Cards. Her hard work and redesign saved the company over $4,000.

Eli Award of Excellence - SuperSaver
Tammy has implemented a new tracking system for ordering monthly newsletters that has saved the company thousands each year. This lowers the price per pub copy and saves cash.

Eli Star of the Month
For her attention to the smallest detail, which keeps us running on time, accurately and consistently. Also, whenever she is needed, she steps up without the slightest complaint and usually saves the day.

Eli Star of the Month
For going above and beyond to the job done. For playing the chief "follow-upper" to ensure everything goes out on time and smiling through thick and thin.

For managing mounds of projects efficiently, accurately and deadline. She has a positive outlook and always looks to get things done right the fist time.

Special Recognition Award
For tirelessly working on the online subscription system to catch up our back issues and bring system up-to-date online. This was a huge task, and has been accomplished through persistence and motivation.

Star of the Month
For her fast learning, wonderful attitude and tracking of the smallest detail. Her enthusiasm to ensure each step is done accurately and proficiently is much appreciated.

From a co-workers nomination:
She's psychotic about making sure everything is handled properly and quickly, even when she could pass the responsibility to someone else. She is always available to help even during holidays or when she's on vacation. She developed our entire pub schedule, which we didn't have before, and now it's a functioning tool essential to our entire company.

Tammy juggles the work multiple people and always can be relied upon to perform her duties with excellence. She consistently looks for ways to save the company money and proactively does so.

Tammy can be credited with a customer getting a book overnighted, supplying newsletters in a timely fashion and making sure vendors have what they need to execute our orders. She stays on top of things no matter what it takes and deserves to be recognized.

It's staff relations that make a company great. In 2 years time, I earned 10 awards, thanks to my peers noticing how much I cared.

References

Adrian Larson
904-294-8267
Adrian.Larson@crunch.com
(Client for 14 Years)
VP of Training & Development
Crunch Fitness - Corporate

Lynda Mastronardo
239-541-1735
(Client for 4 Years)
Owner, SWFL Naturally

Mark Ruffalo
941-350-7088
(Client for 11 years)
OneSource Printing

Mary Shreve
239-272-1146
fitlifeofnaples@me.com
(Client for 14 Years)
Owner, FitLife of Naples

Renee Bechler
440-728-7663
Former Art Director
Miromar Development

Joe Valdes
702-271-5595
Benchmark Properties
(Client for 8 years)

Sheryl Ferrie
239-248-4650
Owner, Destination Resources

Samantha Saldukas
239-293-2940
sam@trainingleader.com
Former Supervisor at
Eli Research & President of
The Coding Leader

Recommendation Letters

September 2025

To Whom it may concern,

It is my pleasure to provide a recommendation for Ms. Tammy Arthur.

I have had the privilege of working closely with Tammy since 2010, during a pivotal time in my life through 2023. Following the loss of my husband and business partner, I needed someone who was not only capable and dependable, but also trustworthy with confidential information and time-sensitive responsibilities involving our high-end clientele and private country club accounts in the Naples area.

Tammy consistently rose to the occasion, exceeding expectations in every way. She is a highly competent business professional—reliable, versatile, ethical, and unwaveringly loyal. No matter the challenge, she met demanding deadlines with skill and determination.

Although I first hired her for bookkeeping and office support, it quickly became clear that Tammy brought much more to the table. Her talents extend to graphic design, technology, and sales & marketing, where she demonstrated creativity and initiative that added tremendous value to our work.

Tammy is truly a rare talent and would be an invaluable asset to any organization fortunate enough to work with her. If you need any additional information, please don't hesitate to contact me regarding Ms. Tammy Arthur.

Sincerely,
Mary Shreve
239-272-1146
mljfitlife@gmail.com

March 7, 2025

Re: Tammy Arthur

I began working with Tammy in August of 2023 part time to help with overflowing data & project tracking which quickly grew into an assistant position.

Tammy possesses a high level of business acumen and leadership skills in our fast-paced company. She is a detail-oriented person with tenacity and a high level of organization. She excels in streamlining our processes to maximize efficiency. Our project software system (SmartSheet) is ever evolving to serve the needs of LeeCorp Homes and LCH Enterprises, which Tammy oversees with ease. The system continues to grow to support both Sales and Construction as well as Permitting. Tammy has implemented several safety nets and a proactive approach to each home placement by ensuring that all avenues are considered before taking decisive action. She promotes collaboration which allows each member of the team to take pride in our finished product.

Tammy also serves as marketing director. A keen eye for what sells has led to increased audience participation, a larger market reach and a professional approach to all branding. Our public image is effective and consistent in all aspects from marketing materials to the appearance of our on-site models. Tammy utilizes high level communication skills when planning events such as our open house and negotiating with vendors. Since we are two companies, there are a lot of moving parts, for which Tammy is a large part of managing all elements such as 2 home manufacturers, 7 permitting offices, 3 different surveyors, several vendors and subcontractors as well as Superintendents.

Her ability to track and create procedures for data is quite an asset to the company. Keeping our jobs on track and moving involves seeing delays before they happen and alerting the proper personnel. Each home placement requires a multi-faceted approach backed by schedules and data, which is where her deadline driven work ethic was most appreciated.

Our ability to capture change order dollars in a timely manner has not only established procedures we have in place now, but as a result, facilitated a cleaner closing for our sales staff as well as the homeowners.

I would highly recommend Tammy for any position that requires creativity, a high level of organization, procedure development, data tracking, and a customer-oriented attitude. She has a much-appreciated ability to adapt and manage different aspects of any company effort. Tammy applies a well thought out approach to tasks, while juggling the many personalities we find in a 3-office workplace. Her dedication is top notch and is the first name that comes to mind when I think of a leader.

Feel free to call with any questions.

Sincerely,

Patti Susala
Assistant to Operations & Marketing Director

LEECORP HOMES
FLORIDA'S #1 MANUFACTURED HOUSING RETAILER
20251 S. Tamiami Trail
Estero, FL 33928

To Whom It May Concern:

If you are reading this in consideration of hiring Tammy Arthur for any position within your company, then you can discontinue your search. I am extremely particular and only hire the best of the best and I must say she is "exactly" that. I assure you Tammy will be the employee you are searching for no matter what the position entails!

I have worked with all kinds of different personalities, talents, and skills, but I have never had the pleasure of working with someone as well-rounded as Tammy Arthur at Miromar Development Corp. She is the "complete package". Her title was Marketing Coordinator, but that doesn't even begin to cover all the responsibilities her job entailed. Working in our in-house advertising agency for Miromar Development Corp. was an extremely fast-paced, quality and deadline driven environment that could change at a moment's notice and only the best of the best would be able to survive and even thrive as she did. I, as well as our entire team, counted on her in so many areas, that we wished we could have cloned her because there were just not enough hours in the day. She was the best "hub" of the "A Team" in my entire marketing career to date.

She learned the entire Access Database Marketing Production Job System basically on her own by asking a few questions and following a "second-hand" manual. Not only did she master this system, she improved it, and built upon it adding more reports and better ways to improve the quality and efficiencies of the department.

Her production and printing knowledge and thirst for always learning more was invaluable in this position, helping the art department to keep the enormous amount of jobs flowing throughout the department from job jacket requests, to request for quotes, obtaining three bids, analyzing for accuracy against each other, fully understanding the quotes, re-negotiating with vendors (who she developed very trust-based relationships with) and developing a one-page summary before presenting to the Art Director and myself for decision making. This is a very specific and hard to find talent which is just one minor example of her attention to detail and follow through with every task she undertakes.

After not having much time to spend with Tammy in the beginning, I watched her start out with a data entry, accounting, and job-flowing mindset. After a short time, I took her aside and finally took the time to explain to her how important her position was, gave her an overall business picture, and examples of how she could really benefit the department with more forward thinking. From that day forward, she "ran" the department! She was always on top of her game keeping everyone in line including me. I was in continuous meetings and I could count on her for absolutely everything even in the middle of the night which was not in her job description, but unbelievably appreciated and an outstanding work ethic rarely seen anymore.

She went from data entry of budgets, to learning why I budgeted and how and doing them on her own for my review, was always one step ahead of me, kept media contracts moving which was no easy task seeing there were hundreds that started and ended at different times during the year and they were always re-evaluated and re-negotiated and her persistency got answers from the company and the vendors were forever thankful.

The marketing department was responsible for marketing of Miromar Development Corp., Miromar Lakes Beach & Golf Club (including Resident, Amenity, Social, Bridal Venue, Catering, Concierge, Rentals, Resales, etc.) Miromar Design Center (including leasing and atrium rental and event coordination) and Miromar Outlets. She kept everything moving through only one marketing manager for Miromar Outlets and one for the Design Center, the rest was left up to both of us with her learning to read my mind most of the time.

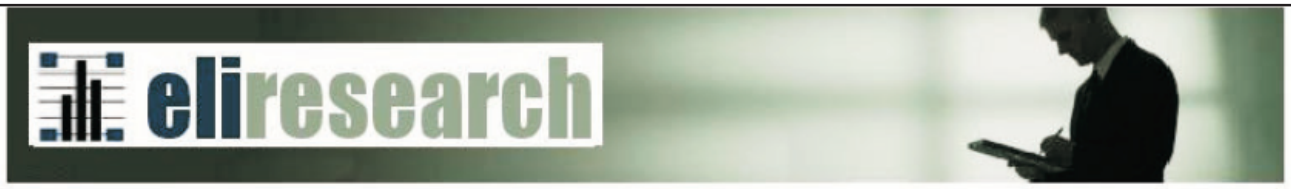
All of this, while balancing accounts payable, and inventory of all collateral. She made my job more manageable as I could trust her to assist me with anything I was working on as well as her duties.

Tammy has an amazing ability to plan event preparation as well as her other duties. We had several events for the public and the residents, which she prepared for with ease due to her pre-planning abilities.

She was the "hub" and always had the answer. Her work ethic is extraordinary and she always met deadlines while helping the entire department stay on deadline. Tammy had her finger on the pulse of all of our work at all times and had a knack for seeing problems beforehand and having a solution to make the workflow continue.

When Tammy left the company, when I awoke from denial, her absence was definitely felt and her skills were missed immediately. I would highly recommend Tammy for any position that demands a person that is organized, deadline driven, dependable, and a joy to work with. She knows something about absolutely everything and has computer skills with all programs that are unheard of. I still miss her every day!

Sincerely,
Connie J. Hill
239-823-9611
Former Director of Marketing, Miromar Development Corp.



To Whom It May Concern:

Tammy Arthur joined Eli Research in the fall of 2002. At that time, the position was still new as was the addition of The Coding Institute. Within in a couple of months, Tammy had made it into a well-oiled machine combining two company's publication production without a hitch. She was responsible for production, tracking costs, editorial deadlines, vendor relations, and aiding the Accounting Department with month end procedures. Tammy's ability to provide a thorough analysis when ever called upon was one of her strengths. She took it upon herself to learn everything she could about the company.

It should be noted that Eli Research was at 40 publications a month when Tammy started and by the time she left the company Eli was producing well over 150 issues a month. Along with production, scheduling, and graphic work, Tammy was also responsible for overseeing the Online Subscription System and coordinated the upload of our issues in a timely manner.

Tammy's cost saving ideas were always plentiful and she was indeed an asset to the company. Never shying away from a challenge, she always provided support and worked with a high level of dedication.

When Eli implemented our new inventory/data system, Tammy learned her portion effortlessly and became an integral part of keeping customer orders flowing and handling any problems that arose along the way.

Before leaving the company, Tammy had transferred to the Teleconference Department while continuing to oversee the production department. While in the Teleconference Department, her skills in our new database system were an asset. Things were quickly running smoothly and a more accurate tracking of workflow began.

Tammy is definitely a find and I would highly recommend her to any employer that seeks an organized, dependable, self-taught, hard working, smart, deadline driven, mathematical, and responsible employee. Eli Research grew quickly in the time Tammy was there and she kept everything on the tracks and was always there to help out if other departments needed her help. She was truly an asset and Eli was proud to have her on staff.

Sincerely,
Greg E. Lindberg
CEO of Eli Research

April 2011 -

I wanted to take a moment to tell you about my experience of working with Tammy at Happy Dog Studio. I publish a “green” yellow pages twice a year and was in need of a graphic artist last Fall when mine ran into some personal/family challenges and went missing in action. Tammy stepped in quickly and got the job done in a timely fashion. I decided to keep funneling more and more business (graphic design to her) since she was so professional and timely (which has been a challenge up to that point with other people).

I have since given her complete production/layout of the directory for our next issue because I feel confident that she will get the job done right the first time. She does all the interacting with the printer on their needs of how a file needs to get to them and then builds the file for my clients to review and sign off on in a way they can access it.

I am also now referring her to clients who need brochure work done, or business cards – or just plain branding.

Should you chose to bring her on board I believe you will be quite happy with the level of service she gives. If you have any questions, please don’t hesitate to reach out to me.

Green regards,

Lynda J. Mastronardo

swfl naturally

Your Resource guide to building a local, sustainable economy

Phone: 239.541.1735
Fax: 866.783.5291

www.swflnaturally.com

To Whom It May Concern

I had the pleasure of working with Tammy Arthur while she was employed at Miromar Development. Tammy was my "go to" daily link to the Marketing Director to manage the various advertising promotions we had contracted for several of their projects.

I enjoyed working with Tammy because she was diligent in her follow up communications and consistently met deadlines as it regarded materials submissions. Tammy also managed invoicing and maintained timely payments of all invoices. She worked well with me in advanced anticipation of contract renewals and was professional in all aspects of our working relationship.

I highly recommend Tammy to any employer in need of a well organized team player with articulate written and spoken communication skills to manage multi tasks for their company. She was a pleasure to work with for Miromar's various advertising programs.

Sheryl Cook
Ritz-Carlton Magazine
(404)388-1930
cooks@bellsouth.net



CARTER
Carter-Pritchett Advertising
INCORPORATED
An Outdoor Advertising Company

P.O. Box 3648, North Fort Myers, FL 33918
phone (239) 543-1110 fax (239) 543-1765

To whom it may concern;

I had the pleasure of working with Tammy Arthur in her marketing role with Miromar Development. Tammy was always very professional, prompt and most importantly thorough in the projects that we worked on together. A number of the projects that we worked on together were of a time sensitive nature and Tammy made it very easy to complete the tasks.

I would recommend Tammy for any job that encompasses customer service or vendor relationships. Tammy's attention to details, time management skills and overall project management's skills would be an asset to any company.

Sincerely,

Jhanna Tucker
Carter Outdoor Advertising



December 31, 2007

To whom it may concern;

I have worked with Tammy Arthur for over five years and find her to have the utmost integrity. She has excellent product knowledge, an incredible work ethic and wonderful attention to detail. As the owner of Welch Printing Company, I look for this type of individual to work for me every day. In today's work environment, it is hard to find someone with these qualities. I would highly recommend Mrs. Arthur to any position for which she may apply.

Sincerely,

S. Craig Welch
President
Welch Printing Co.

If you've made it this far, you've learned a lot about me.

In a nutshell:

- I prioritize my work to allow room for the unexpected or to keep from feeling swamped.
- I am a big picture thinker.
- I use my organizational skills for timeline/deadline tracking.
- I like to learn all I can about where I work so I can lend a hand or look at processes from outside the box.
- While working at Eli Research, I was hired to traffic newsletters and became so much more - by choice. Within my first two years I had been awarded excellence 10 times.
- I am a team player.
- I never stop learning. Whether it be excel, Photoshop or Illustrator - I constantly take courses to learn what they've added to the programs.
- I've read "Who moved my cheese" and it applies to the work place so much. Your cheese will move, it's what you do about it that matters.
- I see myself as being dependable, punctual, and self-critical.
- "Don't let your first reaction be panic" - I look for methods to prevent & fix what I have the power to fix. Seek resources for what you don't know. Create methods for future use and just as important as problem at hand.
- Treat where you work as if it was your own.
- Proactive is better than reactive

Excerpt from a Coaching Worksheet from my supervisor:
You've taken on a great deal of additional responsibilities this past year and have done an amazing job of managing your different job functions. You've really stepped up as a liaison between our editors, printers and fulfillment houses. With the acquisition of new companies, this has proven to be a challenge but your determination and attention to detail made the transitions as seamless as possible for our subscribers.

The OSS (online subscription system) was continually a problem until you took over the job function. You have done a great job making sure all the issues and keywords are placed on the web quickly and accurately. You were responsible for hiring and training Paula and have done a good job managing her. You've proven you have what it takes to manage staff.

Your analytical skills are top notch and you have done a great job tracking costs. Eli often calls on these skills because they know they can rely on your analysis and projections as they are always detailed and accurate. You continually look for ways to save the company money and have saved thousands. You are definitely our Super Saver of the year.
