



Olympia WA 98502

Overview

- Willing to assume responsibility, self motivated with a high degree of professional integrity. Well organized problem solver who enjoys challenge. Good attention to detail. Excellent written and oral communication skills. Flexible team player with the ability to learn quickly.

Key Words
[marketing](#) [coordinate](#) [manage](#) [review](#)
[support](#) [shipping](#) [orders](#) [shipments](#)
[purchase](#) [staff](#) [managed](#) [facilitated](#)
[administrative](#) [management](#)

Employment History

07/2001 - 03/2010 **Sims Vibration Laboratory, Inc.**

Shelton, WA

Administrative Assistant

- Administrative support to the company officers; Coordinate all company travel; Manage pro-staff; Manage and coordinate support to marketing clients i.e. television producers, magazine editors and publishers; Provide administrative support for marketing contests / promotions; Coordinate calendars / scheduling for CEO and VP of Marketing; Coordinate trade shows; Create spreadsheets; Manage data / accounts; Review sponsorship queries and organize information for presentation and review / new client consideration; Oversee / facilitate management of corporate credit cards; Submit purchase orders; Research and purchase equipment for the Marketing Department. General office duties to include fax, scan, correspondence, file, phones, PC (Word, Excel, etc) process mail and confidential company / staff information.

05/1992 - 06/2001 **Techwood, Inc.**

Shelton, WA

Shipping Manager

- Managed shipping department, overseeing 2-4 employees; Supervised staging and loading of container shipments; Facilitated processing of orders to accommodate shipping schedules; Managed records; Coordinated shipments; Assisted in management of staff and work stations throughout the facility; Facilitated creation and implementation of new employee orientation and training, performance development, accountability and review programs.

Education

1975

Pasadena High School

Pasadena, CA

General Studies

