

**Introduction**

Thank you for taking a moment to learn more about me. As you will see in the information provided below, I have a varied background, solid education, and a desire to stay busy.

Experience**Special Projects Support, Kitsap County Department of Emergency Management; Bremerton, WA October 2020 - Present**

- Helped organize and set up their volunteer scheduling program called Volgistics. I would import new volunteers into the program. When a new community testing site or Vaccination Clinic would open. I would get it all set up in Volgistics. When I was sent the schedule of the operating days, times, and positions. I would input all the information into Volgistics and then send emails out to all of our volunteers so they can pick where they would like to assist. I made instructions to include to send to volunteers after they were imported into Volgistics so they would know how to access the site and sign up for shifts.
- When the Severe Weather Shelters would be activated, if they needed extra staff, I would contact our extra staff and see who was available to help out. I would do the same for the Fire Watch that we have set up at the staging warehouse. Then when a volunteer needed to cancel a shift, they would email me and I would take them off the schedule.
- I would make daily reports of the volunteers on the schedule and email those to the Unit leaders so they would always know what positions were open or filled. If volunteers had questions and I knew the answer, I would help them.
- I would keep a separate schedule for the extra help general support staff and unit leaders to keep track of the hours they were working during the week and where they were working at the time.

Personal Assistant; Seal Beach, CA July 2019 - September 2020

- Walked their two dogs and ran errands (dry cleaning, grocery shopping, returns, delivering & picking up packages/gifts, made spreadsheets for their address book, helped organize their storage unit, helped decorate their house for Christmas and made reservations for their guests at a hotel.)
- Picked up groceries and delivered food to my boss's Mom. Also spent time with her talking and walked her dog. Made sure she was happy and had what she needed.

Office Manager, Viking Home & Business Services; Poulsbo, WA 2018 - 2019

- Responsible for managing customer and vendor files, answering calls and ensuring all customer requests were handled in a timely manner.
 - Worked directly with the company owner to create and manage multimedia/social media platforms that would enhance customer interactions and represent the company as a forward-thinking organization.
 - Assisted company owner in scheduling his personal and professional activities and provided support for miscellaneous errands that needed to be done.
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Caregiver for my Mom; Lake Forest, CA September 2015 - October 2018

- Direct point of contact for medical organizations seeking information care for my mother.
- Completed all daily tasks necessary (shopping, medicine management, cooking, cleaning, scheduling of appointments) to ensure my mother was comfortable and cared for.
- Actively participated in all doctors' visits by taking notes and/or recording the doctors conversations to enable my mother to review these discussions at a later date.

Office Manager, Guardian 1 of 7 Productions; Hawaii 2014 – 2018

- Directly responsible to complete all tasks necessary to ensure the office was operating accurately, efficiently, and economically. Often managing remotely from California.

House & Pet Sitter; Hawaii & California 2013-2018

- Accountable for the health and safety of various domesticated animals. Including but not limited to; cats, dogs, birds, chickens, miniature horses, peacocks, goats, sheep, donkeys, and a tortoise.

QA Lead, Guardian Document Imaging, Irvine, CA 2007-2013

- Daily responsibility to prepare boxes of files for scanning, QA the files that were scanned, data entry, and copy the files onto a disc or thumb drive. Additionally, I managed a small group of employees, handled phone calls, and was a primary point of contact for customers during the owners absence.

Education

California State University - Fullerton, Fullerton, CA - B.A. Business Administration concentrating in Entertainment & Tourism Management, 2012

Saddleback College, Mission Viejo, CA - A.A. Business Administration, 2008

El Toro High School, Lake Forest, CA, 2006

Co-Curricular Activities

I was a member of the Entertainment and Tourism Club when I was at Cal State Fullerton. I helped plan the Mixer in Spring 2010.

I am a professional model. At the moment, I am continuously building my portfolio and gaining more experience.

I can help with event planning. I recently helped my Aunt and Uncle plan my Aunt's Mom's 90th birthday party.

Skills

Experienced in Excel, Word, PowerPoint, Pages, and Numbers.

Very comfortable with social media platforms such as Facebook, Twitter, Instagram, and YouTube.

Current and former employer's describe me as orderly, reliable, trustworthy, hardworking, organized, multi-tasker, efficient, timely, respectful, professional and friendly.

References

Steve & Judi Marmel, (661) 644-0169
The family that I was a Personal Assistant for.

Michael Robinson, (360) 994-0743
My boss at Viking Home & Business Services and at Guardian 1 of 7 Productions.
I have also house sat for his wife and him and took care of their dogs and cats while they were out of town

Victoria Hensley, (949) 632-1443
My boss at Guardian Document Imaging.

Glyn and Holly Robinson, (949) 375-4630
I have house sat and watched their Golden Doodle while they were out of town.

Tessa Schultz, (760) 412-0160
Tessa and I met in the Cal State Fullerton Entertainment and Tourism Club, and we have worked together on several other projects.
