



## EXPERIENCE

- Provided an extremely broad range of administrative and confidential executive support services for a company with over \$600 million in revenue while focusing on multi-tasking with strong attention to detail in deadline-driven environments.
- Prepared, reviewed, and approved documents including loan and credit applications, business licenses, certificates of insurance, expense reports, and employee handbooks for a company with more than 3,500 employees.
- Supervised corporate office Xerox Room to ensure and maintain efficient daily operations of all mail and copy services and equipment at several office locations.
- Collaborated with Corporate Communications Manager and Senior Graphic Designer to design and produce innovative communication materials as well as create new and edit existing newspaper advertisements and layouts.
- Wrote and edited copy while consistently generating 100% on-time, professional monthly and quarterly newsletters.
- Crafted professional, time sensitive company-wide communications with appropriate content and style to encourage employee team-building and awareness of policies and events.
- Coordinated employee recognition and longevity award presentations. Interviewed, photographed and composed articles for newsletters and electronic reader board presentations resulting in increased employee morale.
- Implemented procedures for database project request system with a successful goal of increased efficiency, decreased turnaround time, and transparency of progress.
- Selected and purchased desirable merchandise for company stores while responsibly managing operations with an emphasis on working within budget requirements.
- Ordered and maintained an adequate stock of office supplies, printed materials and employee business cards.
- Utilized social media sites such as LinkedIn, Facebook, and Twitter as effective networking and marketing tools.
- Maintained and updated database of employee photographs and data to populate corporate website.

## EMPLOYERS

**Business Examiner Newspaper**  
South Sound Business Resource  
10/2008 – 12/2008  
*Graphic Design Intern, 3 months*

**Interstate Distributor Co.**  
National Transportation Company  
02/2000 – 06/2007  
*Corporate Communications Coordinator, 6 months*  
*Asst. to Sr. V.P. of Operations, 6 months*  
*Asst. to Sr. V.P. of Finance & Administration, 5 1/2 years*  
*Dedicated Fleets Administrative Assistant, 1 year*

**Brian Halquist Productions**  
Bacon Bowl & Crimestoppers Fundraising  
Boxing Promotions  
04/1996 – 10/1999  
*Office Administrator*

## SKILLS

Active listener with excellent interpersonal abilities  
Results oriented multi-tasker with strong work ethic  
Dynamic team player and solution brainstormer  
Critical thinker and organized problem solver

## SOFTWARE (PC and Mac platforms)

Photoshop, InDesign, Illustrator, Acrobat, Dreamweaver, Flash,  
Quark XPress, Word, Excel, Publisher, PowerPoint, Lotus Notes

## EDUCATION

Clover Park Technical College, Tacoma, WA  
Associates of Applied Technology, Graphic Technologies

School of Visual Concepts, Seattle, WA  
Continuing Education in Elements of Design and HTML & CSS

University of Puget Sound, Tacoma, WA  
Bachelor of Arts, Foreign Language/International Affairs with  
Economics and Psychology