

## **Celine Davies**

153 Waterford Avenue, Seattle, WA 98101

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### **PROFESSIONAL EXPERIENCE**

#### **Administrative Assistant**

October 2006-Present

Major League Staffing Corporation, Redmond, WA

- Manage all day-to-day operations including accounts receivable, payable, bookkeeping and payroll
- Provide complete financial information
- Responsible for answering phones
- Oversee all shipping and receiving
- Organize office setup and manage office supplies

#### **Business Office Assistant**

May 2002-October 2006

Kent Vocational High School, Redmond, WA

- Managed Definity and Audix phone systems
- Managed purchasing of T1 Voice as well as upgrade of phone equipment
- Assisted in hiring a mid-size general contracting company
- Coordinated relocation efforts including office layout, storage, furniture, office equipment and carpeting
- Maintained and managed office equipment
- Sort and distribute mail for 70 employees and 3 departments

#### **Temporary Sales Account Specialist**

June 2001-May 2002

Guerrilla Marketing Corp, Redmond, WA

- Effectively set-up and executed marketing & advertising programs
- Managed marketing & advertising budgets
- Provided weekly sales reports, comparisons & analysis

#### **Advertising Project Supervisor**

July 1999-June 2001

John DeAngelo & Sons, Seattle, WA

- Coordinated marketing plans with marketing managers
- Supported expansion of sales and marketing programs
- Managed production schedules for P & T & STM advertising

#### **Senior Sales Assistant**

October 1993-July 1999

Landmark Mapguide, Dallas, TX

- Composed and distributed memorandums via electronic, voice and traditional method
- Successfully negotiated advertising rates
- Wrote and distributed weekly management, share market and positioning reports
- Responded to five busy phone lines
- Maintained inventory control for magazine stock and department supplies

### **EDUCATION & CERTIFICATES**

Washington State University, Seattle, WA

August 1995-May 1999

Bachelor of Arts in Communications

The White House

December 1997

Intern, the new research department, (telecommuter)

• Dale Carnegie Course

• Skills for Success: A Guide for Secretaries & Administrative Assistants

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Notes: The above is merely a work history, missing are accomplishments, skills, a job target, value building effort, sales effort, a key word effort and customization. There are far too many cookie cutter résumés out there thanks to cheap software and cheap typists. Remember a strong résumé and cover letter must market you, build your value and sell you so you earn enough interviews. The above failed even though my client's skills are so good they are way off the chart.

In my review, I graded this incomplete as there was much work to do. Mediocre résumés are shunned especially in a struggling economy. This client was hired in three weeks. **My finished AFTER version is below so just scroll down please.** Naturally, any candidate with a career that features routine or repetitive work faces a challenge when they write their own résumé because that is what they remember most.

Fortunately, my client was not lacking in skills, abilities and accomplishments. After a thorough client interview by phone a great deal of new information was provided. Compare the before and after and see if you notice all the differences. Which one would you give an interview appointment to?

Do you think the after resume below would earn my client a higher salary?

Do you think the after resume below will earn my client many more interviews?

Do you think my client will now have a choice of jobs to pick from so she can take the best offer?

**Scroll down to see my finished work the after version.**

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Say Yes to Success!  
**DARRELL Z. DiZOGLIO**  
<http://linkedin.com/in/darrelldizoglio>

Certified Pro Resume Writer  
ddizoglio@gmail.com

26 Hopkins Avenue  
Johnston, RI 02919  
Cell: 401.261.2401

My professionally written resume for Celine Davis (After)

## MVP EXECUTIVE ASSISTANT

As an **Executive Assistant**, I will add a new higher level of productivity to any executive's office with my multitasking ability, excellent written and verbal communication skills and general office administration knowledge. However, what makes me unique is my technical expertise and problem solving skills, my grant writing results and my stunning website designs.

## ACCOMPLISHMENTS

- ▶ Earned a big bonus after a new website design and SEO efforts for employer increased monthly sales by 250% in 2012.
- ▶ CFO, Stewart Gordon said, "Celine Davies a great white shark always hungry for more and more work, just amazing..."
- ▶ Certificate of Appreciation in recognition of outstanding service as a White House intern in the new research Department from: Bill Clinton, Hillary Rodham Clinton, Al Gore and Tipper Gore, December 1995 ▶ Routinely designated the "go-to expert" at getting things done in the office. ▶ Saved my employers thousands annually with my technical support ability.

## CORE STRENGTHS

- |                                |                                |  |
|--------------------------------|--------------------------------|--|
| ▶ Mastery of multitasking      | ▶ High productivity expert     | ▶ Mac and PC proficient in XP, Vista & OS X 10.5     |
| ▶ Microsoft® Office Certified  | ▶ Type 88 WPM with zero errors | ▶ Expert in payroll and benefits administration      |
| ▶ Know Quickbooks Pro 2009     | ▶ Procurement and research     | ▶ Excellent writing, editing and proofreading        |
| ▶ Proven organizational skills | ▶ Superb in customer service   | ▶ Speak fluently in Spanish, French and Italian      |
| ▶ Adobe Photoshop expert       | ▶ Website design & Adobe CS5   | ▶ Certified Grant writer, 9 of 13 funded for \$557K. |

## EXPERIENCE

**Executive Assistant**, Major League Staffing Corporation, Redmond, WA October 2006 – Present

- ▶ Managed operations: accounts receivable & payable, bookkeeping, shipping & receiving and payroll for management
- ▶ Answered all incoming calls    ▶ Managed office & supplies    ▶ Compiled and provided financial reports to HQ

**Business Office Assistant**, Kent Vocational High School, Seattle, WA May 2002 – Oct. 2006

- ▶ Coordinated all relocation plans and execution of: Office layout, storage, furniture, office equipment and carpeting
- ▶ Managed all phone systems    ▶ Managed phone upgrade to T1    ▶ Assisted in hiring a mid size general contractor
- ▶ Managed office equipment    ▶ Assisted where ever needed    ▶ Delivered mail to 3 departments & 70 workers

**Temporary Sales Account Specialist**, Guerrilla Marketing Corp., Redmond, WA June 2001 – May 2002

- ▶ Successfully set up and executed advertising programs, managed advertising budgets and provided sales analysis

**Advertising Project Supervisor**, John DeAngelo & Sons, Inc., Seattle, WA July 1999 – June 2001

- ▶ Coordinated marketing plans    ▶ Managed production schedules    ▶ Facilitated expansion of sales & marketing plans

**Senior Sales Assistant**, Landmark Mapguide, Dallas, TX Oct. 1993 -- July 1999

- ▶ Handled 5 busy phone lines    ▶ Negotiated Ad rates profitably    ▶ Managed department reports & communications

## EDUCATION

Studying for a Master of Arts in Marketing Communications through Washington State University part-time.

**Bachelor of Arts in Communications**, Washington State University, Seattle, Washington May 2002

**Certified Grant Writer**, Professional Association of Grant Writers, Seattle, WA September 2011

**Certified Master Web Designer**, International Art Institute, Chicago, IL August 2010

Technical Management/Computer Information Systems, DeVry University, Seattle, WA Sept. 2007 – June 2008

Certificate, Skills for Success - A Guide for Secretaries and Administrative Assistants, Seattle Comm. College, Seattle WA

Certificate, the Dale Carnegie Management Course, Dale Carnegie Training, Seattle, WA