

## SUMMARY

Proven track record of a take charge attitude in accepting challenges head on, creating solutions and producing results while having fun and being passionate. A very quick and resourceful learner that can adapt quickly to many different situations and challenges. Strongly committed to growth, accountability, integrity and follow-through to ensure that work is completed correctly and on time.

## SKILLS INVENTORY

- Relationship building
- Strong communicator (written and verbal)
- Excellent follow-through
- Management experience
- Eye for detail
- Microsoft Office
- QuickBooks
- Presentation skills
- Interpersonal skills
- Analytical skills
- Organizational skills

## PROFESSIONAL EXPERIENCE

Freelance Consultant/Contractor 2007 – Present	Achievements	<ul style="list-style-type: none"> <li>• Travel all over the country to oversee the transformation of retail stores for Cricket Wireless in their mature markets to improve customer experience and sales through updated brand standards.</li> <li>• Successfully managed project for Cricket Wireless that included hiring, training, managing and organizing a team that merchandised 180 new retail stores in their Chicago launch market.</li> <li>• Create, implement and build online social marketing strategies for small to medium size businesses and a non-profit group.</li> </ul>
Administrative Assistant - Development <i>The Logan School</i> 2006 – 2007	Achievements	<ul style="list-style-type: none"> <li>• Planned and managed event with a committee of 20+ members where 300 attendees had a fantastic time and generated \$75,000 net profit.</li> <li>• Managed department communications with constituents.</li> <li>• Designed systems to forecast and analyze effectiveness and profitability of fundraising campaigns and marketing materials using Microsoft Excel.</li> <li>• Developed positive relationships with upper management, high-profile donors and board of directors by using extraordinary interpersonal skills.</li> </ul>
Personal Banker & Investment Consultant <i>Wells Fargo Bank N.A.</i> 2005 – 2006	Achievements	<ul style="list-style-type: none"> <li>• Reached or exceeded core sales goals.</li> <li>• Established new business through referrals and networking.</li> <li>• Created action plans and investment strategies for customers through analysis and forecasting.</li> <li>• Increased customer satisfaction by assisting with balancing and reconciling their accounts.</li> <li>• Improved compliance with internal audit standards by analyzing data and monitoring Policies and Procedures.</li> </ul>

## EDUCATION

University of Colorado at Denver 2007 MBA  GPA: 3.54	Coursework	<ul style="list-style-type: none"> <li>• Marketing Management</li> <li>• Marketing Strategy, Evaluation and Development</li> <li>• Advertising and Promotion Management</li> <li>• Sales and Sales Force Management</li> <li>• Strategic Management</li> <li>• Financial Management</li> <li>• Visionary Leadership</li> </ul>
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