

John Doe

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OBJECTIVE: To obtain a full-time position in Project Management with a focus on Organization and Training.

SUMMARY OF QUALIFICATIONS:

- Self-motivated and organized professional skilled in orchestrating tasks and details to achieve project goals
- Clear communicator; able to create interactive training for diverse audiences
- A dedicated team player, committed to providing high-quality support and excellent problem-solving skills to all organizational levels

EDUCATION

Bachelor of Science in Business, CSU Channel Islands
Emphasis in Business Management

Fall 2008

RELEVANT SKILLS

Project Management

- Planned and implemented a highly successful "Daughters to Work" day with GMI committee members, including overall event coordination for 85 participants
- Coordinated logistics for video conferences and offsite meetings among national GMI offices, including travel, accommodations, equipment, and presentation materials
- Researched and recommended specific vendors for improved facilities management at Ajax Food Corporation, resulting in reduced costs and more efficient operations
- Conducted research, negotiated with new vendors, and instituted an improved company health plan and benefits package at Forestwood Meat Company

Training & Communication

- Coordinated annual training event for 800-1,000 adults as part of BGSC Discoveree
- Provided confidential, executive-level support to GMI President. Handled member and provider concerns with diplomacy, and followed through to ensure resolution
- Supervised administrative staff at West Coast Resources, and facilitated orientation for new hires
- Trained, supervised, and motivated Administrative Assistant to Senior VP at GMI

Organizational Leadership & Team Building

- Built a strong team from of twenty members, fostering both independence and a cohesive, productive team environment
- Utilized clarity, humor, well-defined goals, and a positive work ethic to establish a spirited organizational culture throughout the company
- Developed and implemented strategic objectives to ensure achievement of profitability goals and a high level of client satisfaction

WORK HISTORY

Executive Assistant to President, Ajax Food Corporation, Carlsbad, CA
Case Management Assistant, Office of Welfare Appeals, San Diego, CA

Sep. 2010-Present
Jan. 2008-Aug. 2010

PROFESSIONAL DEVELOPMENT

Member, Business Professionals of America
Attendee, Team Leadership Seminar, American Management Association

May 2009-Present
Dec. 2010