

Candace L. Robbins

4074 Manchester Ct

Pace, FL 32571

Cell: 619.723.6354

E-mail: hofe36@hotmail.com

Highly motivated individual who seeks a position to grow and learn. Self-directing individual who chooses to define the position as well as execute the duties laid out before them. A person who is going to go above and beyond to find the best possible solutions and make sure they are carried out. An individual that cares for their employer, remains loyal, and expects a high level of quality throughout the position.

Education:

Purdue University, West Lafayette, Indiana: 2 years (1998-2000) with emphasis in Accounting

Mesa Community College, Mesa, Arizona: 1 semester (2001) toward Accounting degree

Work Experience:

January 2006-present

SAHM

Pensacola, Florida; Sasebo, Japan; Chula Vista, California

April 1016-2018.

Owego, New York

Substitute Teacher's Aide

- Helped students with additional instruction
- Assisted teachers in various duties
- Worked in school office

January 2004-January 2006

Administrative Assistant to Director of Engineering

San Diego Marriott Mission Valley

- Performed Accounts Payable
- Helped to facilitate and organize a rooms renovation
- Assisted in guest services
- Assisted front office, and Executive Offices

July 2003-December 2003

Clerical

Landrum Staffing, Pensacola, Florida

- Worked with Mass Tort Litigation
- Performed database entry for legal database
- Assisted in potential client relations

January 2003-May 2003

Administrative Assistant

Best Western Marina Grand Hotel, Corpus Christi, Texas

- Assisted in sales of the hotel, (coordinated large room blocks, banquets, and events)
- Assisted the Front desk, Operations Manager and General Manager
- Assisted management ideas and follow through customer relations

Activities and Honors:

PTA for Corky McMillin Elementary School

Baseball and Softball coach and manager

Volunteer in child elementary classrooms

Back of the House Associate of the Year for San Diego Marriott Mission Valley 2004

Active in several Military Spouses' Clubs since 2004