**Stephany L. Yoabov**

| Las Vegas, NV 89117 | (702) 426-5027 |

Stephanyleann@icloud.com

Administrative

Core Competencies Include:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office Reception** | **MS Office Suite** | **Management** | **55 WPM** | |
| **Form Development** | **Financial Management** | **Employee Training** | **Scheduling** | |
| **Database Management** | **Files & Documentation** | **Administrative Duties** | **Project Implementing** | |
| **Professional Experience** | | | |

* Created and coordinated special events, excursions and classes for patrons of all ages and abilities.
* Responsible for all day to day operations of facilities, and ensuring HIPAA compliances.
* Planned and oversaw budgets, staff development and schedules for multiple offices.
* Developed and maintained partnerships in community, including Special Olympics, Boys & Girl Scouts, Bureau of Early Intervention Service, and Clark County School District.
* Managed finances, budgeting expenditures, and cost control for several clients and companies.
* Produced and distributed mass forms and marketing materials for community networking events.
* Recruited, evaluate, and coached sessions of 50 participants per class.
* Trained multiple neighboring departments in several subjects as well as implemented programs.
* Volunteered several times with Three Square and Ronald McDonald House, preparing meals for our families with youth in need of food assistance.

|  |
| --- |
| **Work History** |

**Culinary Academy of Las Vegas, Las Vegas, NV 05/2014-08/2015**

*Professional Cook (equivalent to 1 year experience)*

**Eric & Candace Frankl, Las Vegas, NV 10/2014-05/2015**

*Nanny*

**Lark Management AKA: Healthy Minds, LLC Las Vegas, NV 08/2013-09/2014**

*Office Manager*

**Brain Balance Achievement Center of Henderson, Henderson, NV 05/2012-07/2013**

*Assistant Program Director*

**Rem Nevada, A Partner of the Mentor Network, Las Vegas, NV 05/2011-05/2012**

*Program Coordinator*

**CITI Group, CITICARDS, Las Vegas, NV 05/2009-05/2011**

*Escalation Specialist*

**Hope Counseling Services, Las Vegas, NV 04/2008-04/2009**

*Administrative Assistant*

**Danville Services of NV, LLC Las Vegas, NV 04/2007-06/2008**

*Program Director*

**Caesars Palace Medical Clinic, Las Vegas, NV 02/2003-04/2007**

*Office Manager*

**City of Henderson Parks & Recreation 02/2002-07/2007**

*Recreation Leader*

|  |
| --- |
| **Professional Development and Education** |

Professional Cook Certification & ServSafe Certification, Culinary Academy of Las Vegas 08/14/2015

Certified Nursing Assistant Program Completion, CSN 2002-2004

Green Valley High School, Honors Diploma

*Additional trainings, certifications, and references available upon request*

Overview:

We are committed to provide our Employees a stable work environment with equal opportunity for learning and personal growth. Creativity and innovation are encouraged for improving the effectiveness of Southwest Airlines. Above all, Employees will be provided the same concern, respect, and caring attitude within the organization that they are expected to share externally with every Southwest Customer.

Responsibilities: j