## Terri L. Smith

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# Key Skills

* **Leadership skills** - Managing change effectively, making good decisions, problem solving, communicating effectively, inspiring others, thinking strategically and analytically, being creative and innovative.
* **Sales**: Top Sales (High End) for over 40 years
* **Problem-solving** - Resolves complexed issues in a methodical manner independently and with internal / external business partners to find appropriate resolutions, efficiencies, and the high level of quality.
* **Planning and organizing** - Refined planning and organizational skills that balance work, team support, and responsibilities in a timely and professional manner.
* **Customer service** - Plays a major role in maintaining high level of satisfaction using key sales and customer service techniques to maximize traffic leading to a high volume of sales and referrals.
* **Event Planning** – Providing events, Public Speaking, Retreats, Cruises, Seminars, Workshops, Holiday Parties, and Community Events.



CEO, PROFESSIONAL MATCHMAKING

**The Matchmakers USA**

**January 1987 - Current**

* Sales/Relationship Coaching/Marketing
* PDF, Outlook, Word, Adobe, Microsoft Office
* Created Campaigns and market research
* Top Matchmaker Award several years
* Social Media



# Education:

**Cypress Jr. College, 1977 – 1979**, **AA General Education**

**Cal State Fullerton, 1979 -1982, BA Marketing/Advertising**

**Newport School of Design, Interior Design Degree**