**Brenda W. Dedmon**

**123 N Garrison Road, Vancouver, Washington 98664**

**(H) (360) 980-8193**

[brendadedmon@live.com](mailto:brendadedmon@live.com)

**--------------------------------------------------------------------------------------------**

**Summary**

I would like the opportunity to make use of my talents, training and experience as a positive contributor to the success of your organization. I am looking for a position that will offer me personal and professional growth, while utilizing my knowledge of the public sector, public administration, public policy, campaigns, voting and elections, management, organizational and public relations skills to the benefit of your company or corporation.

**--------------------------------------------------------------------------------------------**

**Professional Experience**

**Part time seasonal cashier for the Washington State University campus bookstore a division of Barnes and Noble, July 2011- Sept 2011 and rehired for Dec 2011- Jan 2012.**

* Responsibilities were part time and seasonal help at the Washington State University Bookie college bookstore. Duties include cashier, retail, stocking new books, cataloging, logging books, filling online orders and helping customers.

**Full time Census Enumerator and Assistant Crew Leader during the 2010 United States Census Bureau covering the area of Vancouver, Washington, Jan 2010 - Jul 2010.**

* Census Enumerator responsibilities include filling out census questionnaires, interviewing door to door, and handling of sensitive information. Enumerators must take an Oath of Confidentiality; pass background checks and being fingerprinted. Crew Leader Assistant responsibilities include managing a crew of six, collecting documents from crewmembers, delegating areas and work load, checking all documents to make sure there are no discrepancies, observing and evaluating enumerators work performances and assisting the crew leader in any way possible.

**Reference page available upon request.**

**Full time work-study student at Lower Columbia College in Longview, Washington, April 2006 – Feb 2009.**

* Worked several different work-study positions during my time as a student at Lower Columbia College. Some include, computer technical help, grant, library, student center, and small business administration department. I was active in student government as the activities coordinator. Worked to bring diversity and creative extra-curricular activities to the college student body.

**Full time leasing agent at Kings Court Apts a property of CTL Property Management, July 2003-Feb 2005.**

* Leased apartments for CTL’s largest training property. Trained new leasing agents on procedures and sales techniques. Answered phones, made sales, drew up contracts and other needed paperwork, prepared and made bank deposits, maintenance orders, and handled tenant relations.

**Full time bar tender and part time marketing and promotions for**

**Wings of Beaverton, Feb 2004-Sept 2005.**

* Assisted in opening the first two restaurants in the Oregon. Helped with training waitresses, planning social events, sales strategies, publicizing grand openings and putting together specials. Bartending duties were on a full time daily basis.

**Full time nail technician and part time tanning sales at Jola’s Tanning and Beauty Salon in Clackamas, Oregon, Dec 2001-Jun 2002.** Independent contractor duties included scheduling my own appointments, buying my own supplies, tracking income and profits, paying monthly rent to Jola for nail station. Tanning sales duties included working at desk and checking in clients for tanning, answering phones, scheduling appointments, conflict resolution, and sales, marketing, tending to retail and ordering supplies.

**Full time nail technician (independent contractor) at the Nail Suite in Clackamas, Oregon, 1994-1999.**

Nail technician duties included conducting my own scheduling, purchasing my own products, marketing and advertising, barista, manicures, pedicures, acrylic, gels and nail art. Duties of independent contractors include answering phones, multitasking, high stress, conflict resolution and the ability to please clients from many different backgrounds. Critical thinking skills and building a personal rapport with a diverse clientele is key to building and maintaining a successful business.

**--------------------------------------------------------------------------------------------**

**Education**

* Bachelors degree in Public affairs: Washington State University in Vancouver Washington. Major: Political science. Minor: Sociology.
* Associates degree in Art: Lower Columbia College in Longview Washington.
* One year Spanish foreign language: Washington State University Vancouver.
* Certified Nursing Assistant: Lower Columbia College.
* Healthcare office certificate (HOC): Lower Columbia College.
* Dental X-ray license: Apollo College.

**Skills** Excellent communication and people skills, proficient in word, PowerPoint, outlook and familiar with excel. Knowledge of SPSS and translating research and data. Internet and search engine savvy. Type 55 wpm, team player, hard working, loyal, organized and efficient.