

***About me:***

I had always wanted to run my own cupcake shop as a child, but that turned into creating a neighborhood newspaper instead. I'm more on the crafty side, good at coming up with ideas and getting others motivated enough to join me. For as long as I can remember I have been dreaming up little businesses.  
  
Here I am now, a creative and hardworking young professional with 6+ years in the recruiting world as well as current experience within the social media & copyrighting field. I am fortunate enough that my [career path](http://www.linkedin.com/profile/edit?trk=hb_tab_pro_top) has given me the qualities, strengths, skills and experiences that I have today under that fancy handmade embroidered belt of mine. An opportunity to speak with you regarding possible employment within your company would be great!

#### Specialties

Administration, Support roles, Project/ Service Coordination, Recruitment, Customer Service, Copyrighting and Social Media

Thank you for your time!

Heather Dibkey

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| li | HEATHER DIBKEY  3352 SE Salmon Street Portland, OR. 97214  heatherdibkey@gmail.com ph:813-285-9218  **OBJECTIVE:**  To obtain a challenging position that will offer professional growth and where my abilities, skill set and experience can be fully utilized.  LIST OF TOOLS:   |  |  |  |  | | --- | --- | --- | --- | | * MICROSOFT OFFICE * ADOBE PHOTOSHOP * PEOPLESOFT * MAC/ PC * PAYBILL | * VISIO * TALEO * HTML * QUICKBOOKS * JOBVITE | * SOCIAL MEDIA * SEO * GOOGLE Analytics |  |   **EXPERIENCE:**  **KFORCE INC.**  *Service Coordinator* (remote & field office locations)  12/2007- 03/2012   * Created and maintained daily and weekly consultant schedules for recruiters and account managers * Processed, verified and submitted all new hire ppwk and I9 verifications for consultants * Setup and recorded all consultant information within Recruitmax (internal database) * Processed payroll and all expenses on a weekly basis for consultants * Organized, set up and monitored consultant and internal employee travel arrangements * Submitted background checks and organized drug screenings for clients and consultants * Responsible for the submission of weekly department invoicing, AR/AP and billing * Created weekly & monthly tracking reports and master recruiting schedules for management * Preformed weekly revenue audits for field managers per corporate compliances * Responsible for administrative duties such as; create documents, spreadsheets and correspondence * Provided consultant care and issue resolution services   *Corporate Support* *Rep* (corporate office location)  1/2007- 12/2007   * Responsible for answering incoming calls on a multiple line system while adhering to company policies, procedures, core values and weekly individual/team stats * Assisted department administrators with various enhance services and projects * Managed consultant interview room which included scheduling interviews, greeting candidates and assisting recruiters with paperwork, as well as, maintaining daily scheduling log * Maintained professionalism and customer service at all times with internal/external staff and clients  FREELANCE:ASTAR TRAVEL INC.[*Social Media Account Manager*](http://www.linkedin.com/search?search=&title=Social+Media+Account+Manager&sortCriteria=R&keepFacets=true&currentTitle=C) 01/2010- 02/2012   * Managed presence in social networking sites including Facebook, Twitter, and other similar community sites, posting on relevant blogs, and seeding content into social applications as needed * Monitored effective benchmarks for measuring the impact of social media programs, and analyzed, reviewed, and reported effectiveness of campaigns through * Created reports through monitoring trends in social media tools, sites, trends and applications   **EDUCATION:**  St. Petersburg College- St. Petersburg, FL.  *Associate of Applied Business* |