Sally Dubats

**Objective:** A challenging, long-term position which utilizes my vast administrative, marketing, and/or event coordinating skills and background.

**Education:** Oakland Community College (Summa Cum Laude - 4.0)

    Liberal Arts Degree with a Business and Communications emphasis

**Experience**

**05-Present** Oregon Real Estate Broker. (My license is currently inactive.)

**1998-2012** ADMINISTRATIVE SOLUTIONS: Owner - Provided administrative assistance gap including marketing, secretarial, event coordinating, board meeting organization, and other skills for businesses that required consistent specialized services on an occasional basis. Clients have included In Eden Properties, Colorado Workforce, Merrill Lynch, Rolling Stone Magazine (via Tuchscher Development), various builders, and software companies (for online marketing and press release campaigns and follow-up).

**2001-2004** SOCIAL SECURITY: Disability Claims Representative - Adjudicated disability claims (initial interview, determination, and consultation), redetermination of eligibility interviews, Initial claims, overpayments, appeals, disability claims denied review.

**1997-1999** TUCHSCHER DEVELOPMENT ENTERPRISES: Executive Assistant/Project Coordinator to Mr. Tuchscher (Previously of Grubb & Ellis below) - responsible for organizing, creating, and writing marketing packages for commercial real estate proposals, administrative functions, event coordinating, bookkeeping, PR, upkeep of real estate licenses, communications with clients as well as personal assistant duties. Utilized advanced skills with Microsoft Office.

**1995-97** GRUBB & ELLIS COMPANY: Sales Assistant - Assist brokers with marketing and preparation of commercial real estate documents and proposals. Assist brokers with timeliness and accuracy while paying strictest attention to detail and time management. Received Staff of the Quarter Award ’95 and Staff of the Month Jul 96 and Dec 96.

**1989-‘95** KELTER-THORNER, INC., OF MICHIGAN: Word Processing Coordinator - Created correspondence, and formatted and prepared original company standard insurance forms and proposals (60-120 pages). Commercial insurance invoicing and account balances, checked insurance policies for accuracy and complete coverage. Trained over 40 employees on various software programs. Employee of the Month twice.

**1984-89** GENERAL DYNAMICS LAND SYSTEMS: Project Coordinator - Team Project Coordinator for major projects on-and off-site for engineers. Editor and technical writer responsible for assignment completeness and accuracy in government reports, proposals, statistical typing and records processing. Frequent contact with peers in the capacity of project leader.

**1980-85** UNITED STATES NAVY: Personnelman - Responsible for receipts/transfers, Career Counseling, Customer Service, Personnel Accounting, and Separations/Reenlistments. Coordinated between Legal Office, Disbursing, and NMPC. Maintained accurate personnel files; maintained/verified details diaries on 37 tenant commands.

**HONORS** Graduated Summa Cum Laude. Dean’s List Wayne State University, Grubb & Ellis Staff of the Quarter. Employee of the Month Kelter-Thorner, Nominated Best Director 1989, 1990, 1991, 1992. PSA Sailor of the Quarter, scholarship to Chapman College. Good Conduct Medal.

**References** Available Upon Request

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