***EMPLOYMENT EXPERIENCE***

**McCall House Bed & Breakfast** ▪ Ashland, OR ▪ May 2012 – November 2012

*Housekeeper*

McCall House B&B is a Victorian house converted into a B & B that caters heavily to the supporters of the Oregon Shakespeare Festival and other tourists. Duties include daily upkeep of rooms for guests. Cleaning and preparing rooms for incoming guests. Up-keep of the common areas throughout the house. Position was seasonal with the 2012 Shakespeare Festival Season.

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| **Northwest Environmental Business Council** ▪ Portland, OR ▪ January 2000 – March 2011 |
| *Office Manager* NEBC is an environmental trade association for companies in the Pacific Northwest. Duties included maintaining the membership database, processing incoming and outgoing invoices, handling event registrations both online and at various events and conferences, handling membership applications, renewals and updates, handling payroll, credit card and cash reimbursement processing, answering phones, filing, supply purchasing and other general office maintenance, manage and balancing QuickBooks with monthly bank statements and online money transfers, assisted with conference and event planning and management, prepared attendance and registration reports, and many other duties that arose within the organization.  **Gravy** ▪ Portland, OR ▪ November 2004 – October 2011  *Waitress/Bartender*  Gravy is a very high volume breakfast and lunch restaurant in Portland. Duties included waiting on tables, bartending, opening and closing preparations, greeting and seating customers, assisting co-workers when needed, processing checks and payments and balancing personal sales at the end of the day.  **CARES Northwest** ▪ Portland, OR ▪ February 2000 – September 2004 *Development Assistant* CARES Northwest is a multi-disciplinary child-abuse assessment center within Legacy Health Systems. Duties included assisting in fundraising and community involvement such as event planning, newsletter creation, direct mailings, processing donations, working with volunteers and donors, and various other projects related to raising funding & awareness.  **US Bancorp Investments** ▪ Portland, OR ▪ February 1997 – June 1999 *Investment Sales Specialist - NASD licenses 6, 26, and 63.* US Bancorp Investments was the department within US Bank that processed all paperwork regarding individual investments. Duties included distribution and tracking of daily work flow to all the Investment Sales Specialists. Supported and processed all investment trades from licensed personal bankers. Entered and balanced daily wire investment trades. Reviewed all appropriate paperwork for missing or inconsistent information. Performed licensed NASD Principal review of all investment paperwork.  **Bank of Tokyo-Mitsubishi Chicago** ▪ Chicago, IL ▪ September 1994 – September 1996 *Import/Export Collections / International Wire Trades*  Bank of Tokyo-Mitsubishi Chicago was an international Japanese bank. Duties included wire processing daily Import/Export payments. Managed payment schedules and client accounts simultaneously. Processed all paperwork pertinent to collections. Confirmed daily client transactions. Processed all incoming international wire trades.  **Schubas Tavern** ▪ Chicago, IL ▪ October 1994 – September 1996 *Waitress* Schubas Tavern is a high volume bar/restaurant/music venue in Chicago, IL. Duties included waiting on tables, opening and closing preparations, greeting and seating customers, assisting co-workers when needed, processing checks and payments and balancing personal sales at the end of the day.  **Gianni Sport** ▪ New York, NY ▪ August 1992 – September 1993 *Production Assistant/Trim Buyer* Gianni Sport was a professional women’s clothing line company. Duties included production data entry and manual spread sheet updates. Sales tracking by style, color and size. Trim matching and purchasing for all parts of clothing line. Liaison with sample and production factories and trouble shooting within those factory relationships.  **Stepping Stones** ▪ New York, NY ▪ June 1991 – August 1992 *Assistant to the Vice President* Stepping Stones was a children’s wear clothing line company. Duties included tracking and processing orders. Compiling sales projection reports. Assist in showroom sales. Maintain cleanliness and setup of showroom. Compiled product information and order guides including sketches, photos, and fabric swatches. Managed customer scheduling.  **Additional work experience includes**: retail sales, assistant pre-school teacher, night auditor/front desk hotel personnel, hotel housekeeper/laundry person, telephone customer surveying, and after-school dance program with elementary age girls.  ***COMPUTER SKILLS***  Strong skills in Microsoft Word, Excel, Outlook, Powerpoint & Access database.  Basic familiarity with QuickBooks & Quicken, Drop Box, & Google Calendar. Additional experience using fundraising databases. Experience with restaurant POS systems.  **EDUCATION Western Michigan University** ▪ Kalamazoo, Michigan ▪ September 1986 – May 1991 *Degree - Bachelor of Science.*  Studied Fashion Merchandising, Marketing, Management, and Accounting.  **PERSONALALITY INFO** I am hard-working, personable, colorful and enjoy what life has to offer. I am always happy to learn something new, while also utilizing skills I have acquired over the years. I appreciate the unique gifts that we are given and strive to be a brighter person in this world. |