***Donna L. De Barros***

15 Partridge Drive Springfield, Massachusetts 01119

413-297-9077

[debarrosconsult@aol.com](mailto:debarrosconsult@aol.com)

***Professional Profile***

Motivated organized professional with 15 years of business/marketing experience, dedicated with a passion for customer service, seeking to pursue a career as an administrative assistant.

***Professional Skills***

Effective Communication Skills Organizational Skills

Effective Time Management Innovation & Creativity

Project/ Management Effective Planning/Organization

***Employment Experience***

Human Resources Unlimited, Springfield, MA

**Receptionist /Administrative Assistant** 6/2011 to Present

* Provide administrative support to human resource team, including answering calls on a four-line phone system, photocopy projects, interoffice and outgoing mail, and faxes.
* Responsible for assisting with all aspects of HR including processing of employment

applications, utilizing Microsoft Office, internet. Handle filling of payroll records.

* Organize and utilize time management skills with employment application process, proficient with Microsoft Office and Excel.
* Professional verbal and written communication skills in interacting with prospective employees.

De Barros Consulting Inc. Springfield, MA

**Marketing Consultant** 2/2006 to 5/2011

Business Education Lifestyle Management

* Experienced in developing business opportunities for growth through strategic marketing development initiatives, including plans directing diverse sectors.
* Design business education portfolios, lifestyle management plans, lifestyle designs. Capture accomplishments for professional achievement portfolio management.
* Performed market research to analyze client needs. Provided comparison lifestyle portfolio investments. Conducted formal marketing consultations and presentations.
* Developed business plans and marketing strategies for businesses and individuals. Utilized and performed target marketing campaigns.
* Implement business plans and strategies. Conducted private relations, accountability. Recommend business and individual lifestyle management, portfolio quality assurance.

Springfield Public Schools, Springfield, MA

**Substitute Teacher (**K-12) 3/2008 to 11/2010

* Managed substitute teacher assignments thru effective time management within the Springfield Public Schools substitute teacher employee management system.
* Developed innovative approaches of student achievements, goals, including technology integration.
* Developed written reports, providing descriptions and evaluations of teaching assignments.

***Additional Experience***

Interiors by Joy, Springfield, MA

**Design Consultant**

Hunter Douglas/Carole Fabrics 9/1996 to 2001

Springfield Public Schools, Springfield, MA

**Substitute Teacher**  9/1999 to 2001

Mass Mutual Life Insurance, MA

**Commission Specialist** 1995 to 1996

De Barros Unlimited Inc.

**Dealer/Consultant** 1988 to 1996

Travelers Companies, Hartford CT 1979 to 1987

**Account Executive**

***Education***

B. S Business Administration, Marketing 1978

American International College Springfield, MA

The Travelers Companies, Hartford, CT 1986

Corporate Sponsored Graduate Program

Credential available upon request

***Professional Development***

WNEC Interdisciplinary Conferences

**Professional Affiliations**

American International College, Alumni Association, 2012

University of Mass Small Business Development Center, 2012

American Heart Association, 2012