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| Vicki DeLeon |  |
| 21606 Cavallo LN., POrter, TX 77365 |
| 832-878-6296 ▪ vickimarieelizondo@gmail.com ▪ |  |

Objectives

Challenging position to proficiently manage, oversee and execute large-scale projects.

Experience

**Controller/ Office Manager**

**▪** June 2014 - Present

Dissolvalloy LLC ▪ 21750 E. Martin Drive Porter, TX 77365

Dedicated office management professional with experience handling a wide range of administrative, technical and executive-support tasks. Excel at resolving employer challenges with innovative solutions, systems and process improvements that increase efficiency, customer satisfaction and the bottom line. Skilled relationship builder with the proven ability to work with different personality styles. Advanced computer skills in MS Office and other applications/systems.

Skills

* Office Management
* Teambuilding & Supervision
* Staff Development & Training
* Policies & Procedures Manuals
* Report & Document Preparation
* Spreadsheet & Database Creation
* Accounts Payable/Receivable
* Bookkeeping & Payroll
* Records Management
* Meeting & Event Planning
* Inventory Management

Experience

**Special Education Teacher/ Technology ▪** October 2011 – June 2014

Porter Elementary ▪ 22256 Ford Rd, Porter, TX 77365

Skills

* Demonstrated sound work ethics
* Self motivation, initiative with a high level of energy.
* Able to inspire, comfort, build self-esteem
* Excellent communication skill (children and parent oriented)
* Ability to listen to children and parents
* Knowledge of developmental theory and corresponding practice of education
* stress and time management ability

References

Trish Beathard – Former Principal at Porter Elementary – 281-433-7961

Sandy Moreno – Pastor at Journey Church – 225-505-3075

Tim Courmier – Operations Manager at Dissolvalloy LLC – 409-554-2227