

Shari E. Reyes

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EXPERTISE

Web & Multitmedia:

Macromedia DreamWeaver, Contribute, Flash, Director (Lingo Programming), Adobe Premiere, Aldus Persuasion, Quicktime, Gryphon Morph, SoundEdit Pro, SoundForge, LightWave 3D, HTML5 and basic SQL, Java, jQuery, Perl and Python. Notebook++, Arcsoft Showbiz 5, Adobe CS4 Photoshop, Adobe Illustrator, Adobe InDesign and QuarkXpress.

Administrative Experience:

Executive Admin for local Paint & Plant Nite's, Medical Office Front Desk, Operations Admin, Facilities Admin, Human Resources Assistant, Technical Support Admin, General Office Assistant, Reservationists. Calendaring, Emailing, Report building, documentation and quality assurance.

Software:

Paintnite.com, Harborflex.com, Jive Basecamp CMS, Salesforce.com, Microsoft Outlook, Excel, Word, Access, PowerPoint, and QuickBooks.

EDUCATION

Certificate of Completion for Build Websites from Scratch – Codecademy Intensive October 2017

Associate of Arts Degree in Graphic Design (projected completion 2018) - Mission College (Santa Clara, CA)
Coursework includes: Adobe Illustrator, Advanced Adobe InDesign
A.S. Degree in Multimedia Communications and Presentations - Master's Institute 1994

Certificate of Completion for HTML Programming - Master's Institute
Certificate of Completion for Perl Programming - Santa Clara Adult Education Center 2011

PROFESSIONAL EXPERIENCE

Shari's Creative Consultant & Personal Assistant Service (San Jose, CA) • 11/11-Present

- Executive Admin for Paint & Plant Nite Alameda/Contra Costa County & Vallejo-Fairfield • 10/13-Present
- Executive Admin for Paint Nite San Jose, Monterey • 10/13-04/16
All admin duties for Licensee's - including but not limited to:
Email: handle all internal & external requests, all venue & customer relations, customized notifications, cancellations and updates (Artist Change, Painting Change, Location Change, Date &/or Time Changes).
Scheduling: 35 Venues every quarter, 18-20 Artists, 2-3 Assistants & 25-30 paintings per week.
Create & maintain Artist & Assistant Google Calendars.
Create & maintain all venue, artist, assistant, login & coupon databases.
Create & maintain any spreadsheets you might need and/or want.
Order Paint & Plant Event supplies.
Create and order all business cards.
- Paint Nite Artist • 10/13-09/14
Created PN Paintings/Masters
Ran an entire event from start to finish 3x a week.
- Creative Consultant, Personal Assistant
Website consultant for a pet walking company and a pizza restaurant.
Revamped a 100+ page security proposal for large security company.
Created 50th High School Reunion Program for local San Jose high school.

Sephora (San Jose, CA) • 11/12-07/13
Overnight Recovery/Merchandiser

BISpecialists (Los Gatos, CA) • 04/13-07/13
Front Office (to both doctors)

WestValley Pro - Extreme Networks (Santa Clara, CA) • 11/12-04/13
Real Estate and Facilities Admin (to both the Real Estate and Facilities Managers)

Richmar Associates - Federal Realty Investment Trust (San Jose, CA) • 02/12-7/12
Operations Admin to the Assistant GM & the Senior Property Manager

- Technical: Created extensive Excel Spreadsheets for 80 San Jose Police Officers monthly schedules, timesheet submissions and missing submissions. Re-created the San Jose Secondary Employment Timesheet for ease of use. Created all tracking spreadsheets: Valet Numbers, Parking Violators, Employee Counts, and cleaned up all existing personal and tenant spreadsheets. Weekly Property Walks for all facilities, janitorial and landscaping related work orders. Maintained the Building Engineers Work Order database. Updated and revamped the entire Santana Row Merchants handbook.
- General administrative duties: Maintained both the AGM's and SPM's calendars, expense reports, filing, weekly meeting punchlists, AR Collections, invoice submissions and coding, check requests, Accruals, created short form and service contracts, elevator management, all notifications: including employee violation, open/close of all merchants, fire panel trouble, and all vendor maintenance forms.

OfficeTeam - BCL Technologies (Santa Clara, CA) • 11/10-07/11
Sales Admin to the Sales team of about 6-7 people