Name

Address

Phone

Email

**Objective**

My objective is to obtain employment in a professional or retail environment as a receptionist/administrative assistant or Customer Service representative.

**Work Experience**

*Club Booth Greeter:* October 2009 to April 2013.

The Club Booth staff responsibilities are gathering and inputting customer information into the data base. Duties included checking VISA applications for required information and customer signature, inputting data and issuing the VISA card after bank approval. Explaining the card to customers and selling the card to potential card holders enabled me to obtain well over 1000 referrals for the card during 2012 and 2013. During this time I assisted in staffing the club booth as needed.

I was commended for my customer service skills in the store’s Voice of the Customer survey, and rewarded for those skills and ability to obtain referrals for the VISA card.

*Independent Wellness Consultant* *and Distributor,*: April 2005 to present

[Company] is a direct sales home-based business specializing in products specifically geared to improve the overall wellness of our customers.  As an entrepreneur my responsibilities include sales, marketing, training, customer service, recruiting and team building.

*Independent Contractor*, Plumbing, Ventura CA and San Diego CA: January 2006 – January 2007

As an Independent Contractor I designed and updated the Employee Handbook for the Ventura franchise and utilizing the experience gained as the President of the Los Angeles chapter of the PHCC developed a training manual for new plumbers. In the San Diego office of Mr. Rooter Plumbing I served as Office Manager and Administrative Assistant to the General Manager.

*Registered Client Service Associate*, Morgan Stanley, 1989-2003

In February 1989 I joined Dean Witter as a Sales Assistant in the PA office. The position provided me the opportunity to earn my Series 7 and Series 63 licenses which I held until 2005. My responsibilities as Registered Sales Assistant included administrative support for brokers and officers, placing buy/sell orders for clients, extensive customer service and serving as back-up support for the Operations Department. I served as the Office Notary and a yearly project was planning, organizing and implementing a local educational seminar for the firm’s clients.

I relocated to the California office in 1997 and as a registered client service associate continued as an Administrative Assistant to senior brokers with responsibilities for extensive Client Service which included entering buy/sell orders, servicing client accounts, researching various stocks and acting as liaison for our clients and various companies (including Morgan Stanley).

**Education**

Associate Applied Science Degree, Business Management

Community College, 1984