**Tina M. Owens**

24 Salina Ave, Apt 4, Delray Beach, FL 33483  
E-Mail: [TMarie703@gmail.com](mailto:TMarie703@gmail.com) Mobile: 561 376 6087

**SKILLS, EXPERIENCE & WORK ETHIC:**

* *Office management*
* *Project management (leader of sales events)*
* *15+ years administrative and/or executive assistant*
* *Windows 10 Word, Excel (including formulas), and PowerPoint, Smartsheets, Adobe Acrobat, Concur, InforCRM (sales database), and Qvidian (proposal creation)*
* *Search engines: Google, Fox, Chrome, Microsoft Edge, and Bing*
* *Executive calendar maintenance, scheduling meetings, coordinating travel arrangements, scheduling and/or leading Webex conference calls*
* *Expense reports (manual excel documents and Concur)*
* *7 years experience working remote (office & home)*
* *Sales(Weight Loss Center contracts)*
* *Toastmasters (ahh counter, evaluator, and table topic leader)*
* *Typing speed 70+ wpm.*
* *Accounts payable, accounts receivable, and invoicing*
* *Social media & online platforms (Facebook, You Tube, and Twitter)*
* *Excellent yearly performance reviews and raises*
* *Reliable, honest, and trustworthy*
* *Personal relationship building with clients, co-workers, vendors, laborers, postal service, and UPS delivery personnel*
* *Leader of one-on-one or small group presentations and Webex conference calls*
* *Proactive self-starter with a high energy level*
* *Detail oriented, organized, and efficient*

**ALLIED SOLUTIONS, LLC, Boca Raton, FL April 2012 - July 2019**

*Remote (office & home) Sales Account Management & RVP, CDM Sales Field Support*

* Office management
* Project management
* RVP sales campaign management
* Analyze, calculate, balance, and distribute monthly client manual sales tracking and   
  recognition reports (directly to the client) based on their specific incentive quota and sales   
  percentage programs
* Calculate, format and distribute marketing allowance bank to RVPs
* Create client product proposals (using Qvidian and PowerPoint)
* Invoicing and accounts receivable maintenance
* Webex conference call scheduling and lead
* Design and create recognition flyers for client incentive programs
* Provide accurate and efficient sales contact and client database maintenance (InforCRM a.k.a. Saleslogix)
* Sales opportunity database maintenance including splits, due diligence requests, lead registration, etc.
* Create, edit and proof Word documents and PowerPoint presentations (strict formatting requirements)
* Extensive use of Windows 10s (Word, PowerPoint, and Excel)
* Expense reports
* Help Desk Ticket maintenance

**BEVERLY BOY PRODUCTIONS, FL April 2010 - April 2012**

*Assistant and Account Sales Management Support (reporting directly to the President/CEO)*

* Calendar maintenance
* Prepare and edit documents, correspondence, and emails
* Create, analyze and maintain Microsoft Excel spreadsheet reports for tracking prospect and sales data
* Network with executives and small business owners
* Maintain a pleasant, professional and confident telephone manner
* Create and distribute client invoices and provide client database maintenance
* Co-lead sales meetings with business owners and President

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**JENNY CRAIG WEIGHT LOSS CENTER May 2008 – April 2010**

*Weight Loss Consultant (Promoted to Program Director)*

* Consult with clients with their weight loss goals.
* Build book of clients from scratch
* Public speaking to prospective client to sell diet program

**ROYAL CARIBBEAN CRUISE LINE September 2007 – September 2008**

*Assistant to VP of Government Relations (temporary agency placement)*

* Coordinated executive extensive travel
* Calendar maintenance
* Invoicing
* Liaison for confidential telephone calls
* Distribute reports

**MERCER HUMAN RESOURCE CONSULTING June 1999 – June 2006**

*Administrative Assistant to VPs*

* Coordinated executive's extensive travel
* Calendar maintenance
* Client database maintenance (Act)
* Prepared and distributed correspondence and memos
* Supported multiple VPs
* Created and distributed mass hard copy mailings
* Excellent Word, PowerPoint and Excel skills
* Proposals (created from scratch within PowerPoint)

**AON RISK SERVICES, INC, PA July 1994 - May 1999**

*Administrative Assistant to VPs*

* Compiled projected sales information from producers and executives in preparation of monthly pipeline/sales report
* Coordinated and supervised staff for large scale mailings
* Prepared expense reports for reimbursement
* Provided accurate and efficient sales contact and client database maintenance
* Coordinated executive's travel and calendar entries
* Maintained client database using Act
* Prepared correspondence and memos
* Supported multiple VPs
* Created and distributed mass hard copy sales mailings
* Typed and distributed correspondence

**EDUCATION:**

* Triton Regional High School - NJ
* Camden County Community College Classes
* Weichert School of Real Estate School- Pennsylvania
* Passed the Pennsylvania State and National Real Estate exam (first attempt)
* Time Management
* How to Be a Better Communicator

**AWARDS & INCENTIVES:**

* Triton Regional High School (National Honor Society)
* Achievement in Enthusiasm Award – Allied Solutions
* Yearly bonuses – Allied Solutions

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**MEMBERSHIPS:**

* South Florida Sailors & Boaters Club
* Toastmasters

**HOBBIES:**

* Boating, sailing, golf, bowling, kayaking, travel, and simply making life an adventure

**VOLUNTEER:**

* Child Rescue Coalition (golf and other event volunteer with top raffle ticket sales)
* Political campaigns (phone calls and voting polls)
* Membership Coordinator with a position on the board of South Florida Sailors & Boaters Club 2017

**REFERENCES:**

* Recent work experience references are available upon request – Thank You!