

Greatest Strengths and Abilities	Where or How used in work, life or business
<ul style="list-style-type: none"> Ability to communicate with both technical and non-technical users 	<ul style="list-style-type: none"> At least weekly with co-workers solving a "how do I..." type question
<ul style="list-style-type: none"> Able to multi task and have strong people skills 	<ul style="list-style-type: none"> My desk at any given point in time has 2-4 steps of one process going plus a stack for one or more additional projects
<ul style="list-style-type: none"> Current Dean's List student cumulative GPA 3.83 	<ul style="list-style-type: none"> Maintained a high GPA and graduated Alpha Beta Kappa
<ul style="list-style-type: none"> Current ADL and flawless driving record 	<ul style="list-style-type: none"> <i>Establish positive and consistent customer relations</i>
<ul style="list-style-type: none"> Enthusiastic, quick learner 	<ul style="list-style-type: none"> Self studied for all 5 MS Office Certifications within a 2.5 yr time frame
<ul style="list-style-type: none"> Goal oriented- sets and achieves goals 	<ul style="list-style-type: none"> plans larger projects in a big picture way and then moves to the medium milestones and then the fine tuned details
<ul style="list-style-type: none"> brainstorms to improve processes that are inefficient thus increasing productivity or otherwise improving the workplace, 	<ul style="list-style-type: none"> always looking for a way to work smarter not harder
<ul style="list-style-type: none"> Always willing to assist others no matter what else is going on 	<ul style="list-style-type: none"> Is always willing to lend a hand even if I am very busy myself
<ul style="list-style-type: none"> Maintains high integrity and work standards 	<ul style="list-style-type: none"> Work is completed on time and consistently correct
<ul style="list-style-type: none"> <i>Guest speaker for Charter College</i> 	
<ul style="list-style-type: none"> <i>Perform duties in an efficient, quiet & effective manner</i> 	
<ul style="list-style-type: none"> Present lectures & conduct discussions to increase knowledge & competence 	<ul style="list-style-type: none"> Develop content to deliver and facilitate discussion on various subjects
<ul style="list-style-type: none"> Streamlined Management Information Systems input, reduced time consumption by 50% 	<ul style="list-style-type: none"> Suggested and taught ways to improve supervisor's information input
<ul style="list-style-type: none"> Technical writing, business writing 	<ul style="list-style-type: none"> Business plans, patterns, pattern drafting books, resumes, curriculum vitae, cover letters, website content, blogs
<ul style="list-style-type: none"> Work well with a wide variety of people with different personalities and backgrounds 	<ul style="list-style-type: none"> Backgrounds include ex-felons, poor, homeless, native, Hispanic, southe east asian, African American, disabled, vetran
Computers	
<ul style="list-style-type: none"> Corel Draw, Paint Shop Pro, Visio, various Open Source equivalents in addition to Linux SUSE and Ubuntu 	<ul style="list-style-type: none"> Corel draw version 4 to 12, paint shop pro 7, visio 07, open office including dia, project 03 to 07
<ul style="list-style-type: none"> Internet Explorer, Fire Fox, Chrome, Opera, Safari 	<ul style="list-style-type: none"> Work with each to build standards compliant websites
<ul style="list-style-type: none"> Internet marketing, HTML, CSS, JavaScript, Search engine optimization 	<ul style="list-style-type: none"> Successfully marketed patterns for doll clothing, classes for drafting patterns and self published book through scratch build optimized website
<ul style="list-style-type: none"> Keep up with developments in area of expertise by reading current books & articles 	<ul style="list-style-type: none"> Utilize RSS feeds and various forums and e-mail based groups to keep in contact with industry experts
<ul style="list-style-type: none"> Knowledgeable in several computer programming languages, HTML, CSS, Visual Basic, XML 	<ul style="list-style-type: none"> Utilize each of these languages to build a standards compliant website
<ul style="list-style-type: none"> Microsoft Office Specialist Access November 2007 	<ul style="list-style-type: none"> Built provider tracking database
<ul style="list-style-type: none"> Microsoft Office Specialist Excel September 2007 	<ul style="list-style-type: none"> Built CIR Log and use data collected for quarterly reports through tables and pivot charts
<ul style="list-style-type: none"> Microsoft Office Specialist Power Point September 2007 	<ul style="list-style-type: none"> Present ideas to management
<ul style="list-style-type: none"> Microsoft Office Specialist/Expert Word March 2007/October 2007 	<ul style="list-style-type: none"> Daily use of Word for mail merges, letter writing and various other projects

<ul style="list-style-type: none"> • Microsoft Office, Windows, Visual Basic.NET, OneNote, Project 2003 Outlook 	<ul style="list-style-type: none"> • Course taken in VB, project 03 used to plan to build a house and layout the steps from concept to completion
<ul style="list-style-type: none"> • Open Office, Inkscape, Internet Explorer, Fire Fox, Thunderbird 	<ul style="list-style-type: none"> • Used as alternatives to MS Office, Corel Draw, and Outlook
<ul style="list-style-type: none"> • Certified in the use of Microsoft Office Suite 2003 	<ul style="list-style-type: none"> • Master certification self study
<ul style="list-style-type: none"> • Project 2003, DreamWeaver, Corel Draw, File Maker Pro 	<ul style="list-style-type: none"> • DW used to build code based sites but with the ability to see how code changes affect design, FM Pro used to track clients in computer instruction lab
<ul style="list-style-type: none"> • Web site design & development 	<ul style="list-style-type: none"> • Several websites including older version of SCD, SAD, STC and SOS

Technical Writing

<ul style="list-style-type: none"> • Ability to communicate with both technical & non-technical users 	<ul style="list-style-type: none"> • When asked about something new or technical I automatically attempt to find out what level the user is at and tailor my terminology to their technical level trying hard to not go above or below their tech level. If I go over their head I encourage them to ask questions so that I can clarify what they might not understand.
<ul style="list-style-type: none"> • Provide proofing & formatting support for items such as resumes, plans, table of contents, figures, & tables 	<ul style="list-style-type: none"> • Proofread resumes created by clients and other staff, proofread letters and correspondence with clients before final draft is mailed out
<ul style="list-style-type: none"> • <i>Writing sections of the proposal based on interviews with subject matter experts, project administrators, & previously</i> 	
<ul style="list-style-type: none"> • Organize material & complete writing assignment according to set standards regarding order, clarity, conciseness, style, & terminology 	<ul style="list-style-type: none"> • Followed guidelines for APA style writing for term papers and reports, follow guidelines for style and formatting for letters and reports generated professionally
<ul style="list-style-type: none"> • <i>Maintain records & files of work & revisions</i> 	
<ul style="list-style-type: none"> • <i>Edit, standardize, or make changes to material prepared by other writers or establishment personnel</i> 	
<ul style="list-style-type: none"> • <i>Confer with customer representatives, vendors, plant executives, or publisher to establish technical specifications & to determine subject material to be developed for publication</i> 	
<ul style="list-style-type: none"> • <i>Review published materials & recommend revisions or changes in scope, format, content, & methods of reproduction & binding</i> 	
<ul style="list-style-type: none"> • <i>Select photographs, drawings, sketches, diagrams, & charts to illustrate material</i> 	
<ul style="list-style-type: none"> • <i>Study drawings, specifications, mockups, & product samples to integrate & delineate technology, operating procedure, & production sequence & detail</i> 	
<ul style="list-style-type: none"> • <i>Interview production & engineering personnel & read journals & other material to become familiar with product technologies & production methods</i> 	
<ul style="list-style-type: none"> • <i>Observe production, developmental, & experimental activities to determine operating procedure & detail</i> 	
<ul style="list-style-type: none"> • <i>Arrange for typing, duplication, & distribution of material</i> 	

Web Developer

Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, & digital media

Write, design, or edit web page content, or direct others producing content
Analyze user needs to determine technical requirements
Create web models or prototypes that include physical, interface, logical, or data models
Incorporate technical considerations into web site design plans, such as budgets, equipment, performance requirements, or legal issues including accessibility & privacy
Research, document, rate, or select alternatives for web architecture or technologies
Select programming languages, design tools, or applications
Develop web site maps, application models, image templates, or page templates that meet project goals, user needs, or industry standards
Develop system interaction or sequence diagrams
Provide clear, detailed descriptions of web site specifications such as product features, activities, software, communication protocols, programming languages, & operating systems software & hardware
Computer System Analyst
<i>Provide staff & users with assistance solving computer related problems, such as malfunctions & program problems</i>
<i>Test, maintain, & monitor computer programs & systems, including coordinating the installation of computer programs & systems</i>
<i>Use object-oriented programming languages, as well as client & server applications development processes & multimedia & Internet technology</i>
<i>Confer with clients regarding the nature of the information processing or computation needs a computer program is to address</i>
<i>Coordinate & link the computer systems within an organization to increase compatibility & so information can be shared</i>
<i>Consult with management to ensure agreement on system principles</i>
<i>Exp& or modify system to serve new purposes or improve work flow</i>
<i>Interview or survey workers, observe job performance or perform the job to determine what information is processed & how it is processed</i>
<i>Determine computer software or hardware needed to set up or alter system</i>
<i>Train staff & users to work with computer systems & programs</i>
Computer Instruction
• Aid students in preparation for the Microsoft Office Specialist exams

• Answer student questions about various software	
• Develop & deliver distance education curriculum to special needs students	• Pattern drafting 101 was developed for students who experienced dyslexia
• Determine training needs of students or workers adapt teaching style based on visual, auditory or tactile learning	
• Offer specific training programs to help workers maintain or improve job skills	• Develop basic computer classes and work one on one with students to ensure new skills are fully understood and then sharpened to proficiency
• Develop curricula, & plan course content & methods of instruction	
• Monitor, evaluate, & record training activities & program effectiveness	• Interview client to determine level of computer skill and then tailor the starting point of training to their user level providing support and further explanation as necessary
• Confers with clients to determine what program will be most helpful	
• Observe work to determine progress, provide feedback, & make suggestions for improvement	• Teach developed workshops on unique subjects and teach pre-developed classes on various topics
• Teach computer classes	
• Teach workshops	
• Present lectures & conduct discussions to increase knowledge & competence	
Training & Development Specialist	
Keep up with developments in area of expertise by reading current journals, books & magazine articles	Monitor, evaluate & record training activities & program effectiveness
Present information, using a variety of instructional techniques & formats such as role playing, simulations, team exercises, group discussions, videos & lectures	Attend meetings & seminars to obtain information for use in training programs, or to inform management of training program status
Schedule classes based on availability of classrooms, equipment, & instructors	Coordinate recruitment & placement of training program participants
Organize & develop, or obtain, training procedure manuals & guides & course materials such as handouts & visual materials	Evaluate training materials prepared by instructors, such as outlines, text, & handouts
Offer specific training programs to help workers maintain or improve job skills	Develop alternative training methods if expected improvements are not seen
Training & Development Manager	
Conduct orientation sessions & arrange on-the-job training for new hires	Plan, develop, & provide training & staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, & workshops
Evaluate instructor performance & the effectiveness of training programs, providing recommendations for improvement	Analyze training needs to develop new training programs or modify & improve existing programs
Develop testing & evaluation procedures	Review & evaluate training & apprenticeship programs for compliance with government standards
Conduct or arrange for ongoing technical training & personal development classes for staff members	Train instructors & supervisors in techniques & skills for training & dealing with employees
Confer with management & conduct surveys to identify training needs based on projected production processes, changes, & other factors	Develop & organize training manuals, multimedia visual aids, & other educational materials
Business Teachers	

Prepare & deliver lectures to undergraduate &/or graduate students on topics such as financial accounting, principles of marketing, & operations management	Maintain student attendance records, grades, & other required records
Evaluate & grade students' class work, assignments, & papers	Initiate, facilitate, & moderate classroom discussions
Compile, administer, & grade examinations, or assign this work to others	Plan, evaluate, & revise curricula, course content, & course materials & methods of instruction
Prepare course materials such as syllabi, homework assignments, & handouts	Maintain regularly scheduled office hours in order to advise & assist students
Advise students on academic & vocational curricula, & on career issues	Keep abreast of developments in their field by reading current literature, talking with colleagues, & participating in professional organizations & conferences
Business Management	
Streamlined Management Information Systems input, reduced time consumption by 50%	Establish & maintain relationships with businesses to stay abreast of hiring needs
Attend meetings & seminars to obtain information for use in training programs	Research & write business, marketing & merchandising plans
Attend staff conferences to provide management with information & proposals	Proficient in the use of various resources to research topics pertinent to business or employment
Collect & analyze data on customer needs, & buying habits to identify potential markets	Measure & assess customer satisfaction
Brainstorm ways to streamline the administrative processes	Seek & provide information to help companies determine their position in the marketplace
Create templates used for generating reports & statistics	Set project goals, determine risks, prepare contingency plan & timeline for achievement
Answer phones & questions from the public	Establish positive & consistent customer relations
Input confidential client information into File Maker Pro via Citrix	Review financial statements, sales & activity reports
Savvy with planning & marketing ideas for businesses	
Career Mentor	
Interview applicants to obtain information on work history, training, education, & job skills	Assists clients in registration for & use of the ALEXSYS system for the Department of Labor
Conducts job-matching to find good fit between clients & hiring companies	Directs clients to appropriate resources & assists clients in their use of outside assistance
Draft & edit resumes, cover letters & other business correspondence	Assess clients for barriers & brainstorm ways to overcome them
Social & Human Services	
Provide information & refer individuals to public or private agencies or community services for assistance	Oversee day-to-day group activities of residents in institution
Keep records & prepare reports for owner or management concerning visits with clients	Interview individuals & family members to compile information on social, educational, criminal, institutional, or drug history
Visit individuals in homes or attend group meetings to provide information on agency services, requirements & procedures	Meet with youth groups to acquaint them with consequences of delinquent acts
Advise clients regarding food stamps, child care, food, money management, sanitation, or housekeeping	Transport & accompany clients to shopping areas or to appointments, using automobile
Submit reports & review reports or problems with superior	Explain rules established by owner or management, such as sanitation & maintenance requirements, & parking regulations

Personnel Recruiter	
Establish & maintain relationships with hiring managers to stay abreast of current & future hiring & business needs	Prepare & maintain employment records
Interview applicants to obtain information on work history, training, education, & job skills	Contact applicants to inform them of employment possibilities, consideration, & selection
Maintain current knowledge of Equal Employment Opportunity (EEO) & affirmative action guidelines & laws, such as the Americans with Disabilities Act (ADA)	Inform potential applicants about facilities, operations, benefits, & job or career opportunities in organizations
Perform searches for qualified candidates according to relevant job criteria, using computer databases, networking, Internet recruiting resources, cold calls, media, recruiting firms, & employee referrals	Screen & refer applicants to hiring personnel in the organization, making hiring recommendations when appropriate
Advise managers & employees on staffing policies & procedures	Arrange for interviews & provide travel arrangements as necessary
Management Analyst	
Gather & organize information on problems or procedures	Review forms & reports, & confer with management & users about format, distribution, & purpose, & to identify problems & improvements
Analyze data gathered & develop solutions or alternative methods of proceeding	Interview personnel & conduct on-site observation to ascertain unit functions, work performed, & methods, equipment, & personnel used
Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures	Document findings of study & prepare recommendations for implementation of new systems, procedures, or organizational changes
Develop & implement records management program for filing, protection, & retrieval of records, & assure compliance with program	Prepare manuals & train workers in use of new forms, reports, procedures or equipment, according to organizational policy
Plan study of work problems & procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis	Design, evaluate, recommend, & approve changes of forms & reports
Market Research Analyst	
Collect & analyze data on customer demographics, preferences, needs, & buying habits to identify potential markets & factors affecting product demand	Measure the effectiveness of marketing, advertising, & communications programs & strategies
Prepare reports of findings, illustrating data graphically & translating complex findings into written text	Conduct research on consumer opinions & marketing strategies, collaborating with marketing professionals, statisticians, pollsters, & other professionals
Measure & assess customer & employee satisfaction	Attend staff conferences to provide management with information & proposals concerning the promotion, distribution, design, & pricing of company products or services
Forecast & track marketing & sales trends, analyzing collected data	Gather data on competitors & analyze their prices, sales, & method of marketing & distribution
Seek & provide information to help companies determine their position in the marketplace	Monitor industry statistics & follow trends in trade literature
Typist	
Check completed work for spelling, grammar, punctuation, & format	Print & makes copies of work

Perform other clerical duties such as answering telephone, sorting & distributing mail, running errands or sending faxes	Keep records of work performed
Gather, register, & arrange the material to be typed, following instructions	Compute & verify totals on report forms, requisitions, or bills, using adding machine or calculator
Type correspondence, reports, text & other written material from rough drafts, corrected copies, voice recordings, dictation or previous versions, using a computer, word processor, or typewriter	Collate pages of reports & other documents prepared
File & store completed documents on computer hard drive or disk, &/or maintain a computer filing system to store, retrieve, update & delete documents	Electronically sort & compile text & numerical data, retrieving, updating, & merging documents as required
General Business	
Research and write business, marketing and merchandising plans, project	Develop, maintain and market websites by hand coding, Joomla, Blogs and Dream Weaver
Small project planning and implementation	Design, develop, and market products and services
Develop and deliver distance education curriculum to special needs students	Establish positive and consistent customer relations
Cover Letter Phrases	
<ul style="list-style-type: none"> Ability to communicate effectively both verbally and in writing- as a student I am continually writing papers and reports. 	
<ul style="list-style-type: none"> This translated to the workplace smoothly through completing various proposals for changes or other ideas which were implemented. 	
<ul style="list-style-type: none"> I am also an empathetic listener and enjoy helping others with issues. 	
<ul style="list-style-type: none"> Ability to discern and prioritize critical tasks- projects were evaluated and completed based on due date and requester's perceived need. 	
<ul style="list-style-type: none"> Sometimes this was a resume for an upcoming interview in an hour, other times it was longer term projects requiring research and data analysis before the project could commence. 	
<ul style="list-style-type: none"> Ability to meet varying, sometimes overlapping timelines and goals- requests for information or other projects were made of me from every level of management including the CEO 	
<ul style="list-style-type: none"> Ability to multi-task with frequent interruptions while remaining calm, organized and accurate consistently while serving clients, completing management assigned projects and answering busy phones 	
<ul style="list-style-type: none"> Ability to multitask, handling a wide range of duties on a daily basis – everything from phones to workshops to resumes and cover letters to basic and advanced computer instruction 	
<ul style="list-style-type: none"> Ability to provide independent analysis, discretion, and judgment 	
<ul style="list-style-type: none"> Ability to recognize errors and discrepancies in information and take appropriate action while in charge of preparation of All Career Development Sites Statistics 	

- Ability to take the initiative and follow-through on tasks- developed and implemented statistical analysis of client's activities now known as the "Darby Report"
- Ability to work with confidential, sensitive information- State of Alaska level clearance to access CMS was obtained in my last position. Additionally I was one of many responsible for client note taking and maintaining confidential electronic and hard copy files.
- Capable of learning & retaining new vocabulary at a rapid pace
- Comprehensive planning and research skills
- Coordinate calendar of events, tasks and projects to ensure timeliness within a team environment
- Coordination of computer training for staff and clients including tutorials and handouts for participants.
- Current Dean's List Honors Student (Cum. GPA 3.68)
- Daily guidance to clients regarding procedural questions for work search procedures and documentation requirements.
- Developing internal processes and procedures to assure the flow of paperwork is smooth. I developed several templates to track client's attendance and influenced decisions on procedural improvements. I am also responsible for developing and maintaining statistical analysis of client participation and job rates using MS Excel.
- Drafting correspondence and documents for clients such as resumes, cover letters and professional business correspondence. Assist clients in learning to use computers including setting up e-mail and using Outlook, YahooMail and GMail.
- Excellent customer service skills- were demonstrated through helping many individuals get jobs, learn computers or advance their skills. Many of my clients return to Nine Star Education & Employment simply to say hello.
- Excellent technical writing skills (reports, resumes, business plans, marketing plans, RFPs, presentations)
- Exceptional template design and maintenance skills. Savvy with Publisher and creating presentations with Power Point.
- Experience in planning and promotion of small businesses though the use of online marketing and hard copy promotional materials such as brochures and flyers.
- Flexibility and willingness to work in an environment with changing priorities- at Nine Star Education & Employment there was a constant stream of changing environmental factors, such as the need for an immediate resume balanced with the supervisor's need for a critical report. Teamwork was necessary in many cases but the assignments were done completely, effectively and on time.

- I have the ability to work independently, with a flexible, team-player attitude in a busy and deadline-driven environment substituting on an as needed basis across multiple teams.
- Initiating and completing procurement of supplies and materials by requesting items from Site Manager and through approved procedures.
- Interpreting policy, procedures and statutory regulations as outline in the Work Services contract. Explain portions applicable to clients in easy to understand language.
- Knowledgeable in Corel Draw Suite, Paint Shop Pro and familiarity with Adobe PhotoShop & Illustrator with a flair for design and layout.
- Maintain files in accordance with record management retention schedules for Department of Public Assistance Work Services contract with Nine Star Education & Employment Services. Maintain high level of customer service and confidentiality.
- Microsoft Office Specialist and Expert Certified (Word, Excel, Power Point, Access).
- Necessary people skills to deal with dissatisfied/angry people on the telephone or in person- several individuals felt that there was something missing from the services provided and few were hesitant to tell us.
- This resulted in working with the individual to discern the issues at hand and work through a discussion to find solutions.
- Outstanding verbal, written, editorial, listening and interviewing skills in interviewing clients to determine their needs and assisting them with preparing technical documents, leads for job placement and confidential documentation maintenance.
- Plan & compose a variety of standard documents and correspondence
- Processing forms, data entry and establishing and maintaining confidential records
- Quality control for documents entering and exiting the Career Development Center using MS Word.
- Resolve telephone and in person inquiries and scheduling
- Streamlined Management Information Systems input, reduced time consumption by 50%.
- Strong attention to detail- while resumes are not hard to format or put together for me the details of each individual's experiences and education required careful attention to be sure that the right certifications, degrees or titles were used.

- Strong computer skills including MS Outlook- Certified in MS Office, taught MS Outlook classes to clients and co-workers, additionally I have been using computers since 1993 and have a strong understanding of how to learn new applications and troubleshoot issues.
- Strong interpersonal abilities with the ability to articulate clearly and be creative through the use of unique language to describe job related skills in different ways.
- Strong knowledge of mechanics of writing, punctuation and spelling which is required for proof-reading resumes, cover letters, business correspondence, marketing and business plans along with term papers and portfolio projects.
- Strong organizational skills- project management and a consistent routine for tracking tasks and their due dates was used assisting individuals with work search
- Thorough knowledge of website development and maintenance using HTML & CSS languages; examples can be found on www.sue-a-darby.com.
- Type and/or format, print, copy or bind correspondence, such as memo, regulatory orders, reports, proposed regulations and statutes, and confidential documents
- Utilization of Client Management System (CMS) and File Maker Pro to document, monitor and verify client participation.
- Working knowledge of AutoCAD 12, 13 & LT
- As a member of the Career Development Team, I facilitated workshops on how to approach employers, plan a career path, interview, and resume writing, cover letter writing and more.
- As a member of the Career Development Work Services team I was responsible for suggesting and implementing several process which improved supervisor's efficiency, eased work loads for co-workers and provided upper management with desired statistical data.
- I was in charge of collecting, compiling and analyzing the statistical data for all of the city wide Career Development Centers.
- During the process of creating statistical reports, I have also many times had to correct problems with data or suggest optional ways to collect the information to improve accuracy.
- The reports, compiled weekly and presented monthly were professionally designed from scratch to suit managements' needs and professionally packaged for public distribution.
- I am consistently in contact with supervisors and management during the process of creating reports to ensure quality and accurate data are included.

<ul style="list-style-type: none"> Any issues that come up during daily operations are also reported immediately
<ul style="list-style-type: none"> As part of the Career Development Center team I was asked many occasions to run the lab independently and to cover more than one lab. This also required me to take the initiative to prioritize client's needs with management's projects.
<ul style="list-style-type: none"> Files and policy library items are maintained as needed and as directed by supervisors. I coordinate and offer my skills in computer training sessions.
<ul style="list-style-type: none"> Client notes and reports are generated on a daily basis.
<ul style="list-style-type: none"> Any supplies required by the Career Development Centers or Computer Instruction lab are ordered on an as needed basis in a timely manner.
<ul style="list-style-type: none"> I am an accomplished public speaker with good oral communication through guest speaking for Charter College.
<ul style="list-style-type: none"> I edit and proofread resumes, cover letters and business correspondence on a daily basis for my clients at Nine Star Education & Employment.
<ul style="list-style-type: none"> I am completely familiar with all the job search tools available both locally and nationally in addition to the ability to connect with hiring managers of corporations to arrange for positions and interviews.
<ul style="list-style-type: none"> I have experience with organizing and analyzing data while assisting individuals with their job search. I am certified and very proficient with Microsoft Office, and possess strong communication and writing skills.
<ul style="list-style-type: none"> I currently monitor and disseminate the documentation required for tracking clients on a daily basis. I share reception duties with co-workers answering phones or in person inquiries in a professional manner.
<ul style="list-style-type: none"> While working in the Career Development Field and feel that the skills I use assisting clients with business correspondence such as cover letters, resumes and thank you notes, will greatly benefit your clients as well.
<ul style="list-style-type: none"> In addition to assisting individuals in their work search I have had the honor to assist a couple with the start of their business plan and have seen the same individuals come back to hire more people for their successful business.
<ul style="list-style-type: none"> In addition to this, I have also run or assisted in the operation of a couple other businesses from planning, marketing, and website development to product development and manufacturing.
<ul style="list-style-type: none"> I am a self-published author of 2 books and 90+ patterns for various size dolls.

- Beyond that, I have also developed and taught several online and in person classes and workshops from Pattern Drafting for Dolls© to Battle Planning and Setting Goals in addition to implementing current curricula for various Microsoft Office Classes and tutoring programs.

- I currently implement current curricula for various Microsoft Office Classes and tutoring programs for individuals and small groups.

- I have a record of excellent punctuality and attendance which can be verified by my supervisor Harry Banahan.

- I am calm, organized and accurate while multi-tasking while handling interruptions.

- Attendance, punctuality, initiative and dependability are some of my core values.

- I have a strong attention to details through consistently proofreading documents for clients.

- I have an expert level certification in Microsoft Word and specialist level certification in Excel giving me a more than working knowledge of the programs.

- I use Outlook on a daily basis for all my e-mail, scheduling and task functions.

- I have been working with computers for many years starting with Windows 3.1 and moving through the versions from there.

- I have an expert level certification in Microsoft Word and specialist level certification in Excel giving me a more than working knowledge of the programs.

- I have assisted many individuals from various walks of life with getting jobs and professional positions.

- Some individuals had background barriers which made it difficult to place them but with a professional curriculum vitae or resume, coaching and the tools to interview well, over 1000 individuals have gone to work as a result.

- How do I know this you might ask? I was responsible for creating the process and maintaining the statistical data on the clients I and my team mates assisted each week.

- I also created the final reports for management to use to gain grant related funding for the organization.

- I have assisted several clients with business plans, marketing plans and given advice on how to start their business. Many of my clients have come back to happily report that their business has expanded and is doing well.

- I have been a guest speaker for Charter College in addition to giving workshops on a rotating schedule and teaching daily computer classes.

- I have good organizational skills demonstrated during the times where I had several important projects given to me at the same time from different levels of management.

<ul style="list-style-type: none"> I have the ability to have state level clearance for handling sensitive and confidential documentation and did so, on a daily basis for the Department of Public Assistance through Nine Star Education & Employment. 	
<ul style="list-style-type: none"> In addition to offering excellent customer service and phone etiquette, I use many pieces of office equipment in my day to day duties including copiers and fax machines. 	
<ul style="list-style-type: none"> In the last two years of work as a Career Development Mentor and Computer Instructor, I have a good understanding of clerical functions; maintain very confidential client files to HIPPA standards. 	
<ul style="list-style-type: none"> I can demonstrate a high level of initiative by seeking out projects that might be useful in the near future or to help out a co-worker before asked. 	
<ul style="list-style-type: none"> I have very strong, good interpersonal skills, and the ability to adapt to a busy, changing work environment while maintaining a strong commitment to customer service. 	
<ul style="list-style-type: none"> I am incredibly positive and outgoing. 	
<ul style="list-style-type: none"> In addition I am also Microsoft Office Certified and seeking a Bachelors of Science Degree in Business Management and Office Applications through Charter College with senior status and Dean's List Honors. 	
Relevant Classes	
<ul style="list-style-type: none"> Technical Writing 	<ul style="list-style-type: none"> Statistics
<ul style="list-style-type: none"> Research Methodologies 	<ul style="list-style-type: none"> Operations Management
<ul style="list-style-type: none"> Project Management 	<ul style="list-style-type: none"> Business Law
<ul style="list-style-type: none"> Marketing with Technology 	<ul style="list-style-type: none"> Contract Management
<ul style="list-style-type: none"> Telecommunications for Managers 	<ul style="list-style-type: none"> Human Resources
Awards	
<ul style="list-style-type: none"> Member of Alpha Gamma Sigma Honors Society 	<ul style="list-style-type: none"> Fair awards numerous 1st - 3rd place prizes
<ul style="list-style-type: none"> 3rd place Sewing Division Anaheim Doll Show 1995 	<ul style="list-style-type: none"> Best of Show - Junior Home Arts
<ul style="list-style-type: none"> San Mateo, Dixon and Solano County Fairs 	<ul style="list-style-type: none"> Best Male, Clean Pen, First & Second Place, Poultry
Publications	
<ul style="list-style-type: none"> International Doll Magazine, Pattern Consultant 6 published patterns 	Books
<ul style="list-style-type: none"> Dolls In Miniature- article 	<ul style="list-style-type: none"> Pattern Making for Dolls
<ul style="list-style-type: none"> Doll Castle News- article 	<ul style="list-style-type: none"> Pattern Drafting for Miniatures
<ul style="list-style-type: none"> Dolls Bears Anywares - Article 	<ul style="list-style-type: none"> 100 patterns for dolls ½"-18" tall
Professional Memberships	
<ul style="list-style-type: none"> AITP Charter College Anchorage, AK October 2006 to October 2009 	
<ul style="list-style-type: none"> Solano Community College Fashion Club Member- Computer Specialist 	
<ul style="list-style-type: none"> Solano Community College Member of Jazz Ensemble 	
<ul style="list-style-type: none"> Fairfield High School Scarlet Brigade Marching Band 	
<ul style="list-style-type: none"> Future Farmers of America - Fairfield High School Chapter 	

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Web Developer

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| Design, build, or maintain web sites, using authoring or scripting media |
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Write, design, or edit web page content, or direct others producing

Analyze user needs to determine technical requirements

Create web models or prototypes that include physical, interface,

Incorporate technical considerations into web site design plans, s
legal issues including accessibility & privacy

Research, document, rate, or select alternatives for web architect

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| Select programming languages, design tools, or applications |
|---|

Develop web site maps, application models, image templates, or standards

Develop system interaction or sequence diagrams

Provide clear, detailed descriptions of web site specifications such as protocols, programming languages, & operating systems software

Computer System Analyst

Provide staff & users with assistance solving computer related problems

Test, maintain, & monitor computer programs & systems, including operating systems

Use object-oriented programming languages, as well as client & Internet technology

Confer with clients regarding the nature of the information processing requirements

Coordinate & link the computer systems within an organization to meet its needs

Consult with management to ensure agreement on system principles & objectives

Expand or modify system to serve new purposes or improve work performance

Interview or survey workers, observe job performance or perform time & motion studies to determine how work is processed

Determine computer software or hardware needed to set up or alter existing systems

Train staff & users to work with computer systems & programs

Computer Instruction

Develop & deliver instruction in computer systems & programs

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Training & Development Specialist

Keep up with developments in area of expertise by reading current journals, books & magazine articles

Present information, using a variety of instructional techniques & formats such as role playing, simulations, team exercises, group discussions, videos & lectures

Schedule classes based on availability of classrooms, equipment, & instructors

Organize & develop, or obtain, training procedure manuals & guides & course materials such as handouts & visual materials

Offer specific training programs to help workers maintain or improve job skills

Training & Development Manager

Conduct orientation sessions & arrange on-the-job training for new hires

Evaluate instructor performance & the effectiveness of training programs, providing recommendations for improvement

Develop testing & evaluation procedures

Conduct or arrange for ongoing technical training & personal development classes for staff members

Confer with management & conduct surveys to identify training needs based on projected production processes, changes, & other factors

Business Teachers

Prepare & deliver lectures to undergraduate &/or graduate students on topics such as financial accounting, principles of marketing, & operations management

Evaluate & grade students' class work, assignments, & papers

Compile, administer, & grade examinations, or assign this work to others

Prepare course materials such as syllabi, homework assignments, & handouts

Advise students on academic & vocational curricula, & on career issues

Business Management

Streamlined Management Information Systems input, reduced time consumption by 50%

Attend meetings & seminars to obtain information for use in training programs

Attend staff conferences to provide management with information & proposals

Collect & analyze data on customer needs, & buying habits to identify potential markets

Brainstorm ways to streamline the administrative processes

Create templates used for generating reports & statistics

Answer phones & questions from the public

Input confidential client information into File Maker Pro via Citrix

Savvy with planning & marketing ideas for businesses

Career Mentor

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|--|
| Interview applicants to obtain information on work history, training, education, & job skills |
| Conducts job-matching to find good fit between clients & hiring companies |
| Draft & edit resumes, cover letters & other business correspondence |
| Social & Human Services |
| Provide information & refer individuals to public or private agencies or community services for assistance |
| Keep records & prepare reports for owner or management concerning visits with clients |
| Visit individuals in homes or attend group meetings to provide information on agency services, requirements & procedures |
| Advise clients regarding food stamps, child care, food, money management, sanitation, or housekeeping |
| Submit reports & review reports or problems with superior |
| Personnel Recruiter |
| Establish & maintain relationships with hiring managers to stay abreast of current & future hiring & business needs |
| Interview applicants to obtain information on work history, training, education, & job skills |
| Maintain current knowledge of Equal Employment Opportunity (EEO) & affirmative action guidelines & laws, such as the Americans with Disabilities Act (ADA) |
| Perform searches for qualified candidates according to relevant job criteria, using computer databases, networking, Internet recruiting resources, cold calls, media, recruiting firms, & employee referrals |
| Advise managers & employees on staffing policies & procedures |
| Management Analyst |
| Gather & organize information on problems or procedures |
| Analyze data gathered & develop solutions or alternative methods of proceeding |
| Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures |
| Develop & implement records management program for filing, protection, & retrieval of records, & assure compliance with program |
| Plan study of work problems & procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis |
| Market Research Analyst |

Collect & analyze data on customer demographics, preferences, needs, & buying habits to identify potential markets & factors affecting product demand

Prepare reports of findings, illustrating data graphically & translating complex findings into written text

Measure & assess customer & employee satisfaction

Forecast & track marketing & sales trends, analyzing collected data

Seek & provide information to help companies determine their position in the marketplace

Typist

Check completed work for spelling, grammar, punctuation, & format

Perform other clerical duties such as answering telephone, sorting & distributing mail, running errands or sending faxes

Gather, register, & arrange the material to be typed, following instructions

Type correspondence, reports, text & other written material from rough drafts, corrected copies, voice recordings, dictation or previous versions, using a computer, word processor, or typewriter

File & store completed documents on computer hard drive or disk, &/or maintain a computer filing system to store, retrieve, update & delete documents

General Business

Research and write business, marketing and merchandising plans, project

Small project planning and implementation

Develop and deliver distance education curriculum to special needs students

Cover Letter Phrases

I am writing to you today to express my interest in the position of _____ at _____.

I am a _____ with _____ years of experience in _____.

During my time at _____, I was responsible for _____ and _____.

I am confident that my skills and experience make me a strong candidate for this position.

I am very excited about the opportunity to join your team and contribute to your success.

I am looking forward to the possibility of an interview and discussing my qualifications further.

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Evaluate training materials prepared by instructors, such as outlines, text, & handouts

Develop alternative training methods if expected improvements are not seen

Plan, develop, & provide training & staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, & workshops

Analyze training needs to develop new training programs or modify & improve existing programs

Review & evaluate training & apprenticeship programs for compliance with government standards

Train instructors & supervisors in techniques & skills for training & dealing with employees

Develop & organize training manuals, multimedia visual aids, & other educational materials

Maintain student attendance records, grades, & other required records

Initiate, facilitate, & moderate classroom discussions

Plan, evaluate, & revise curricula, course content, & course materials & methods of instruction

Maintain regularly scheduled office hours in order to advise & assist students

Keep abreast of developments in their field by reading current literature, talking with colleagues, & participating in professional organizations & conferences

Establish & maintain relationships with businesses to stay abreast of hiring needs

Research & write business, marketing & merchandising plans

Proficient in the use of various resources to research topics pertinent to business or employment

Measure & assess customer satisfaction

Seek & provide information to help companies determine their position in the marketplace

Set project goals, determine risks, prepare contingency plan & timeline for achievement

Establish positive & consistent customer relations

Review financial statements, sales & activity reports

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| Assists clients in registration for & use of the ALEXSYS system for the Department of Labor |
| Directs clients to appropriate resources & assists clients in their use of outside assistance |
| Assess clients for barriers & brainstorm ways to overcome them |
| |
| Oversee day-to-day group activities of residents in institution |
| |
| Interview individuals & family members to compile information on social, educational, criminal, institutional, or drug history |
| Meet with youth groups to acquaint them with consequences of delinquent acts |
| Transport & accompany clients to shopping areas or to appointments, using automobile |
| Explain rules established by owner or management, such as sanitation & maintenance requirements, & parking regulations |
| |
| Prepare & maintain employment records |
| Contact applicants to inform them of employment possibilities, consideration, & selection |
| Inform potential applicants about facilities, operations, benefits, & job or career opportunities in organizations |
| Screen & refer applicants to hiring personnel in the organization, making hiring recommendations when appropriate |
| Arrange for interviews & provide travel arrangements as necessary |
| |
| Review forms & reports, & confer with management & users about format, distribution, & purpose, & to identify problems & improvements |
| Interview personnel & conduct on-site observation to ascertain unit functions, work performed, & methods, equipment, & personnel used |
| Document findings of study & prepare recommendations for implementation of new systems, procedures, or organizational changes |
| Prepare manuals & train workers in use of new forms, reports, procedures or equipment, according to organizational policy |
| Design, evaluate, recommend, & approve changes of forms & reports |
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| Measure the effectiveness of marketing, advertising, & communications programs & strategies |
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| <p>Conduct research on consumer opinions & marketing strategies, collaborating with marketing professionals, statisticians, pollsters, & other professionals</p> |
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| Attend staff conferences to provide management with information & proposals concerning the promotion, distribution, design, & pricing of company products or services |
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| Gather data on competitors & analyze their prices, sales, & method of marketing & distribution |
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| Monitor industry statistics & follow trends in trade literature |
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| Print & makes copies of work |
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| Keep records of work performed |
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| Compute & verify totals on report forms, requisitions, or bills, using adding machine or calculator |
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| Collate pages of reports & other documents prepared |
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| Electronically sort & compile text & numerical data, retrieving, updating, & merging documents as required |
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| Develop, maintain and market websites by hand coding, Joomla, Blogs and Dream Weaver |

Design, develop, and market products and services

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| Establish positive and consistent customer relations |
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Web Developer

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|--|
| Design, build, or maintain web sites, using authoring or scripting media |
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Write, design, or edit web page content, or direct others producing

Analyze user needs to determine technical requirements

Create web models or prototypes that include physical, interface,

Incorporate technical considerations into web site design plans, s
legal issues including accessibility & privacy

Research, document, rate, or select alternatives for web architect

| |
|---|
| Select programming languages, design tools, or applications |
|---|

Develop web site maps, application models, image templates, or standards

Develop system interaction or sequence diagrams

Provide clear, detailed descriptions of web site specifications such as protocols, programming languages, & operating systems software

Computer System Analyst

Provide staff & users with assistance solving computer related problems

Test, maintain, & monitor computer programs & systems, including operating systems

Use object-oriented programming languages, as well as client & Internet technology

Confer with clients regarding the nature of the information processing requirements

Coordinate & link the computer systems within an organization to meet its needs

Consult with management to ensure agreement on system principles & objectives

Expand or modify system to serve new purposes or improve work performance

Interview or survey workers, observe job performance or perform time & motion studies to determine how work is processed

Determine computer software or hardware needed to set up or alter a system

Train staff & users to work with computer systems & programs

Computer Instruction

Develop & deliver instruction to students in computer systems & applications

Develop & deliver instruction to students in computer systems & applications

Develop & deliver instruction to students in computer systems & applications

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Develop & deliver instruction to students in computer systems & applications

Develop & deliver instruction to students in computer systems & applications

Training & Development Specialist

Keep up with developments in area of expertise by reading current journals, books & magazine articles

Present information, using a variety of instructional techniques & formats such as role playing, simulations, team exercises, group discussions, videos & lectures

Schedule classes based on availability of classrooms, equipment, & instructors

Organize & develop, or obtain, training procedure manuals & guides & course materials such as handouts & visual materials

Offer specific training programs to help workers maintain or improve job skills

Training & Development Manager

Conduct orientation sessions & arrange on-the-job training for new hires

Evaluate instructor performance & the effectiveness of training programs, providing recommendations for improvement

Develop testing & evaluation procedures

Conduct or arrange for ongoing technical training & personal development classes for staff members

Confer with management & conduct surveys to identify training needs based on projected production processes, changes, & other factors

Business Teachers

Prepare & deliver lectures to undergraduate &/or graduate students on topics such as financial accounting, principles of marketing, & operations management

Evaluate & grade students' class work, assignments, & papers

Compile, administer, & grade examinations, or assign this work to others

Prepare course materials such as syllabi, homework assignments, & handouts

Advise students on academic & vocational curricula, & on career issues

Business Management

Streamlined Management Information Systems input, reduced time consumption by 50%

Attend meetings & seminars to obtain information for use in training programs

Attend staff conferences to provide management with information & proposals

Collect & analyze data on customer needs, & buying habits to identify potential markets

Brainstorm ways to streamline the administrative processes

Create templates used for generating reports & statistics

Answer phones & questions from the public

Input confidential client information into File Maker Pro via Citrix

Savvy with planning & marketing ideas for businesses

Career Mentor

| |
|--|
| Interview applicants to obtain information on work history, training, education, & job skills |
| Conducts job-matching to find good fit between clients & hiring companies |
| Draft & edit resumes, cover letters & other business correspondence |
| Social & Human Services |
| Provide information & refer individuals to public or private agencies or community services for assistance |
| Keep records & prepare reports for owner or management concerning visits with clients |
| Visit individuals in homes or attend group meetings to provide information on agency services, requirements & procedures |
| Advise clients regarding food stamps, child care, food, money management, sanitation, or housekeeping |
| Submit reports & review reports or problems with superior |
| Personnel Recruiter |
| Establish & maintain relationships with hiring managers to stay abreast of current & future hiring & business needs |
| Interview applicants to obtain information on work history, training, education, & job skills |
| Maintain current knowledge of Equal Employment Opportunity (EEO) & affirmative action guidelines & laws, such as the Americans with Disabilities Act (ADA) |
| Perform searches for qualified candidates according to relevant job criteria, using computer databases, networking, Internet recruiting resources, cold calls, media, recruiting firms, & employee referrals |
| Advise managers & employees on staffing policies & procedures |
| Management Analyst |
| Gather & organize information on problems or procedures |
| Analyze data gathered & develop solutions or alternative methods of proceeding |
| Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures |
| Develop & implement records management program for filing, protection, & retrieval of records, & assure compliance with program |
| Plan study of work problems & procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis |
| Market Research Analyst |

Collect & analyze data on customer demographics, preferences, needs, & buying habits to identify potential markets & factors affecting product demand

Prepare reports of findings, illustrating data graphically & translating complex findings into written text

Measure & assess customer & employee satisfaction

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|---|
| Forecast & track marketing & sales trends, analyzing collected data |
|---|

Seek & provide information to help companies determine their position in the marketplace

Typist

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| Check completed work for spelling, grammar, punctuation, & format |
|---|

Perform other clerical duties such as answering telephone, sorting & distributing mail, running errands or sending faxes

Gather, register, & arrange the material to be typed, following instructions

Type correspondence, reports, text & other written material from rough drafts, corrected copies, voice recordings, dictation or previous versions, using a computer, word processor, or typewriter

File & store completed documents on computer hard drive or disk, &/or maintain a computer filing system to store, retrieve, update & delete documents

General Business

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| Research and write business, marketing and merchandising plans, project |
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Small project planning and implementation

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| Develop and deliver distance education curriculum to special needs students |
|---|

Cover Letter Phrases

[illegible][illegible][illegible][illegible][illegible][illegible]

[illegible]

Evaluate training materials prepared by instructors, such as outlines, text, & handouts

Develop alternative training methods if expected improvements are not seen

Plan, develop, & provide training & staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, & workshops

Analyze training needs to develop new training programs or modify & improve existing programs

Review & evaluate training & apprenticeship programs for compliance with government standards

Train instructors & supervisors in techniques & skills for training & dealing with employees

Develop & organize training manuals, multimedia visual aids, & other educational materials

Maintain student attendance records, grades, & other required records

Initiate, facilitate, & moderate classroom discussions

Plan, evaluate, & revise curricula, course content, & course materials & methods of instruction

Maintain regularly scheduled office hours in order to advise & assist students

Keep abreast of developments in their field by reading current literature, talking with colleagues, & participating in professional organizations & conferences

Establish & maintain relationships with businesses to stay abreast of hiring needs

Research & write business, marketing & merchandising plans

Proficient in the use of various resources to research topics pertinent to business or employment

Measure & assess customer satisfaction

Seek & provide information to help companies determine their position in the marketplace

Set project goals, determine risks, prepare contingency plan & timeline for achievement

Establish positive & consistent customer relations

Review financial statements, sales & activity reports

| |
|---|
| Assists clients in registration for & use of the ALEXSYS system for the Department of Labor |
| Directs clients to appropriate resources & assists clients in their use of outside assistance |
| Assess clients for barriers & brainstorm ways to overcome them |
| |
| Oversee day-to-day group activities of residents in institution |
| |
| Interview individuals & family members to compile information on social, educational, criminal, institutional, or drug history |
| Meet with youth groups to acquaint them with consequences of delinquent acts |
| Transport & accompany clients to shopping areas or to appointments, using automobile |
| Explain rules established by owner or management, such as sanitation & maintenance requirements, & parking regulations |
| |
| Prepare & maintain employment records |
| Contact applicants to inform them of employment possibilities, consideration, & selection |
| Inform potential applicants about facilities, operations, benefits, & job or career opportunities in organizations |
| Screen & refer applicants to hiring personnel in the organization, making hiring recommendations when appropriate |
| Arrange for interviews & provide travel arrangements as necessary |
| |
| Review forms & reports, & confer with management & users about format, distribution, & purpose, & to identify problems & improvements |
| Interview personnel & conduct on-site observation to ascertain unit functions, work performed, & methods, equipment, & personnel used |
| Document findings of study & prepare recommendations for implementation of new systems, procedures, or organizational changes |
| Prepare manuals & train workers in use of new forms, reports, procedures or equipment, according to organizational policy |
| Design, evaluate, recommend, & approve changes of forms & reports |
| |

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|---|
| Measure the effectiveness of marketing, advertising, & communications programs & strategies |
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| <p>Conduct research on consumer opinions & marketing strategies, collaborating with marketing professionals, statisticians, pollsters, & other professionals</p> |
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| Attend staff conferences to provide management with information & proposals concerning the promotion, distribution, design, & pricing of company products or services |
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| Gather data on competitors & analyze their prices, sales, & method of marketing & distribution |
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| Monitor industry statistics & follow trends in trade literature |
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| Print & makes copies of work |
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| Keep records of work performed |
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| Compute & verify totals on report forms, requisitions, or bills, using adding machine or calculator |
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| Collate pages of reports & other documents prepared |
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| Electronically sort & compile text & numerical data, retrieving, updating, & merging documents as required |
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| |
| Develop, maintain and market websites by hand coding, Joomla, Blogs and Dream Weaver |

Design, develop, and market products and services

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| Establish positive and consistent customer relations |
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|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 104

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1. 2019 年 12 月 31 日，甲公司“应付账款”科目所属各明细科目期末贷方余额如下表所示：

| 明细科目 | 贷方余额 |
|------------|---------|
| 应付账款——A 公司 | 100000 |
| 应付账款——B 公司 | 200000 |
| 应付账款——C 公司 | 300000 |
| 应付账款——D 公司 | 400000 |
| 应付账款——E 公司 | 500000 |
| 应付账款——F 公司 | 600000 |
| 应付账款——G 公司 | 700000 |
| 应付账款——H 公司 | 800000 |
| 应付账款——I 公司 | 900000 |
| 应付账款——J 公司 | 1000000 |
| 应付账款——K 公司 | 1100000 |
| 应付账款——L 公司 | 1200000 |
| 应付账款——M 公司 | 1300000 |
| 应付账款——N 公司 | 1400000 |
| 应付账款——O 公司 | 1500000 |
| 应付账款——P 公司 | 1600000 |
| 应付账款——Q 公司 | 1700000 |
| 应付账款——R 公司 | 1800000 |
| 应付账款——S 公司 | 1900000 |
| 应付账款——T 公司 | 2000000 |
| 应付账款——U 公司 | 2100000 |
| 应付账款——V 公司 | 2200000 |
| 应付账款——W 公司 | 2300000 |
| 应付账款——X 公司 | 2400000 |
| 应付账款——Y 公司 | 2500000 |
| 应付账款——Z 公司 | 2600000 |
| 应付账款——其他 | 2700000 |

2. 2019 年 12 月 31 日，甲公司“应收账款”科目所属各明细科目期末借方余额如下表所示：

| 明细科目 | 借方余额 |
|------------|---------|
| 应收账款——A 公司 | 100000 |
| 应收账款——B 公司 | 200000 |
| 应收账款——C 公司 | 300000 |
| 应收账款——D 公司 | 400000 |
| 应收账款——E 公司 | 500000 |
| 应收账款——F 公司 | 600000 |
| 应收账款——G 公司 | 700000 |
| 应收账款——H 公司 | 800000 |
| 应收账款——I 公司 | 900000 |
| 应收账款——J 公司 | 1000000 |
| 应收账款——K 公司 | 1100000 |
| 应收账款——L 公司 | 1200000 |
| 应收账款——M 公司 | 1300000 |
| 应收账款——N 公司 | 1400000 |
| 应收账款——O 公司 | 1500000 |
| 应收账款——P 公司 | 1600000 |
| 应收账款——Q 公司 | 1700000 |
| 应收账款——R 公司 | 1800000 |
| 应收账款——S 公司 | 1900000 |
| 应收账款——T 公司 | 2000000 |
| 应收账款——U 公司 | 2100000 |
| 应收账款——V 公司 | 2200000 |
| 应收账款——W 公司 | 2300000 |
| 应收账款——X 公司 | 2400000 |
| 应收账款——Y 公司 | 2500000 |
| 应收账款——Z 公司 | 2600000 |
| 应收账款——其他 | 2700000 |

3. 2019 年 12 月 31 日，甲公司“预收账款”科目所属各明细科目期末贷方余额如下表所示：

| 明细科目 | 贷方余额 |
|------------|---------|
| 预收账款——A 公司 | 100000 |
| 预收账款——B 公司 | 200000 |
| 预收账款——C 公司 | 300000 |
| 预收账款——D 公司 | 400000 |
| 预收账款——E 公司 | 500000 |
| 预收账款——F 公司 | 600000 |
| 预收账款——G 公司 | 700000 |
| 预收账款——H 公司 | 800000 |
| 预收账款——I 公司 | 900000 |
| 预收账款——J 公司 | 1000000 |
| 预收账款——K 公司 | 1100000 |
| 预收账款——L 公司 | 1200000 |
| 预收账款——M 公司 | 1300000 |
| 预收账款——N 公司 | 1400000 |
| 预收账款——O 公司 | 1500000 |
| 预收账款——P 公司 | 1600000 |
| 预收账款——Q 公司 | 1700000 |
| 预收账款——R 公司 | 1800000 |
| 预收账款——S 公司 | 1900000 |
| 预收账款——T 公司 | 2000000 |
| 预收账款——U 公司 | 2100000 |
| 预收账款——V 公司 | 2200000 |
| 预收账款——W 公司 | 2300000 |
| 预收账款——X 公司 | 2400000 |
| 预收账款——Y 公司 | 2500000 |
| 预收账款——Z 公司 | 2600000 |
| 预收账款——其他 | 2700000 |

4. 2019 年 12 月 31 日，甲公司“预付账款”科目所属各明细科目期末借方余额如下表所示：

| 明细科目 | 借方余额 |
|------------|---------|
| 预付账款——A 公司 | 100000 |
| 预付账款——B 公司 | 200000 |
| 预付账款——C 公司 | 300000 |
| 预付账款——D 公司 | 400000 |
| 预付账款——E 公司 | 500000 |
| 预付账款——F 公司 | 600000 |
| 预付账款——G 公司 | 700000 |
| 预付账款——H 公司 | 800000 |
| 预付账款——I 公司 | 900000 |
| 预付账款——J 公司 | 1000000 |
| 预付账款——K 公司 | 1100000 |
| 预付账款——L 公司 | 1200000 |
| 预付账款——M 公司 | 1300000 |
| 预付账款——N 公司 | 1400000 |
| 预付账款——O 公司 | 1500000 |
| 预付账款——P 公司 | 1600000 |
| 预付账款——Q 公司 | 1700000 |
| 预付账款——R 公司 | 1800000 |
| 预付账款——S 公司 | 1900000 |
| 预付账款——T 公司 | 2000000 |
| 预付账款——U 公司 | 2100000 |
| 预付账款——V 公司 | 2200000 |
| 预付账款——W 公司 | 2300000 |
| 预付账款——X 公司 | 2400000 |
| 预付账款——Y 公司 | 2500000 |
| 预付账款——Z 公司 | 2600000 |
| 预付账款——其他 | 2700000 |

5. 2019 年 12 月 31 日，甲公司“其他应收款”科目所属各明细科目期末借方余额如下表所示：

| 明细科目 | 借方余额 |
|-------------|--------|
| 其他应收款——A 公司 | 100000 |
| 其他应收款——B 公司 | 200000 |
| 其他应收款——C 公司 | 300000 |
| 其他应收款——D 公司 | 400000 |
| 其他应收款——E 公司 | 500000 |
| 其他应收款——F 公司 | 600000 |
| 其他应收款——G 公司 | |

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