**Greatest Strengths and Abilities**

* Streamlined Management Information Systems input, reduced time consumption by 50%
* Proficient in the use of various resources to research topics pertinent to business or employment
* Knowledgeable in several computer programming languages, HTML, CSS, Visual Basic.NET
* Develop curricula, and plan course content and methods of instruction
* Create templates used for generating reports and statistics

**Skill Sets**

|  |  |  |
| --- | --- | --- |
| **Business Owner** |  |  |
| * Research and write business, marketing and merchandising plans * Set project goals, determine risks, prepare contingency plan and timeline for achievement * Collect and analyze data on customer needs, and buying habits to identify potential markets * Keep up with developments in area of expertise by reading current books & articles * Design, develop, and market products and services |  |  |
| **Business Marketing** |  |  |
| * Measure the effectiveness of marketing, advertising, and communications programs and strategies * Gather data on competitors and analyze their prices, sales, and method of marketing and distribution * Design, build, & maintain web sites, using ethical search engine marketing techniques * Develop web site maps, & page templates that meet project goals |  |  |
| **Training Specialist** |  |  |
| * Determine training needs of students or workers adapt teaching style based on visual, auditory or tactile learning * Present lectures and conduct discussions to increase knowledge and competence * Aid students in preparation for the Microsoft Office Specialist exams * Answer student questions about various computer software packages * Observe work to determine progress, provide feedback, & make suggestions for improvement |  |  |
| **Career Development** |  |  |
| * Input confidential client information into File Maker Pro via Citrix * Assess clients for barriers and brainstorm ways to overcome them * Draft and edit resumes, cover letters and other business correspondence * Interview applicants to obtain information on work history, training, education, and job skills * Assist clients in registration for & use of the ALEXSYS system for the Department of Labor |  |  |
| **Relevant Work/Volunteer History** |  |  |
| **Employment Mentor/ Computer Instructor** | Nine Star Education & Employment Services | Anchorage, AK |
| **Business Owner** | Sue’s Tiny Costumes | Anchorage, AK |
| **Marketer** | Integrity Designs | Wasilla, AK |
| **Graphic Designer** | Miniature Doll List | National |
| **Events Coordinator** | Michael’s Arts & Crafts | Portland, OR |
| **Education, Certifications, Professional Organizations & Awards** |  |  |
| **B.S. Business Management / Office Applications  (double concentration - seeking)** | Charter College | Anchorage, AK |
| **Dean’s List-Current** | Charter College | Anchorage, AK |
| **Microsoft Office Specialist** | Certipoint | Anchorage, AK |
| **Association of Information Technology Professionals** | Charter College | Anchorage, AK |
| **Website Development & Design** | GNC Web Creations | Water Valley, MS |
| **First Aid/CPR** | American Red Cross | Anchorage, AK |
| **Certificate – Fashion Design** | Solano Community College | Suisun, CA |
| **Alpha Gamma Sigma Honors Society (Lifetime Member)** | Solano College | Suisun, CA |
| **Fashion Design** | Brooks College Fashion Design | Long Beach, CA |