

B A R B D W Y E R

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OBJECTIVE: To obtain a position as an Administrative Coordinator/Faculty Assistant for CyLab at Carnegie Mellon University that will allow me to use my communication and organizational skills as well as my office experience and computer knowledge.

SUMMARY OF QUALIFICATIONS: Possess excellent organizational skills; adept with MS Office, Adobe, and Quickbooks Pro; polished communicator with experience writing and speaking in professional contexts; enjoy working with people.

EXPERIENCE: *Consultant* *Ft. Lauderdale, FL*
2006-present

- Independent consultant working with various business partnerships on web development, professional writing and editing, and development of marketing materials
- Collaborate with representatives from various businesses to improve their public image, create web sites and online materials, and develop marketing strategies
- Recent clients include an international retail venture, a statewide design-build firm, and writing consultants

Marketing Manager *Bonne Chance & Associates, Inc.* *Tamarac, FL*
2006-2007

- Developed comprehensive marketing plan
- Designed and implemented various successful marketing strategies for outreach to particular audiences
- Wrote and designed promotional materials
- Monitored growth of new business after implementation of marketing plan

Office Manager *Bonne Chance & Associates, Inc.* *Tamarac, FL*
2001-2006

- Managed accounting of books, payroll, and scheduling
- Maintained six computer stations, including networks, software, hardware, and peripherals
- Served as liaison to numerous company representatives
- Implemented comprehensive training course for new employees and initiated mentoring program
- Developed and maintained lasting relationships with clients based on excellent verbal and written communication skills, as well as dedication to customer service.

SKILLS

- Microsoft Office applications, Quick Books Pro, Adobe Publishing
- Excellent written and verbal communication skills
- Possess editing and proof reading skills

EDUCATION: Greater Works Ministry Coconut Creek, FL 1989-1993
University of Florida Gainesville, FL 1986-1987

