

## SUBSTITUTE TEACHER

### Summary

Administrative Assistant with 16+ years experience working with corporations, law firms, and large and small businesses in all aspects of business development and support. Seeking a professional administrative position in a dynamic, professional, educational, or corporate environment.

Excellent written and oral communication skills.

### Highlights

- Proficient in Microsoft Office
- Excellent Internet Research Skills
- Detailed and Accurate Transcription Abilities
- Public Speaking and Leadership Skills
- Professional Image
- Effective Decision Maker
- Requires little or no training
- Independent worker and Team Member
- Self-motivating
- Creative and Positive
- Experience with Social Media Sites and Maintenance

### Accomplishments

Set department standards by exceeding company daily goals.

Trained new team members on how to reach their full potential and company expectations.

### Experience

12/2016

Substitute Teacher Company Name 1/4 City , State Travel from various Middle Schools and High Schools within the district substituting for absent teachers. Tasks include implementing teacher instructions, taking attendance, handling emergencies, and keeping order while maintaining a productive classroom environment.

02/2008 to 02/2015

Media Specialist / Quality Assurance Specialist Company Name 1/4 City , State Researched and wrote job advertisements for employers. Also acted as a Quality Assurance Specialist, screening calls taken by our call center representatives and composing detailed reports and reporting infractions.

02/2007 to 02/2008

Administrative Assistant Company Name 1/4 City , State

Assisted my Father with his life insurance business including computer support, generating correspondence, processing insurance and long term care presentations as well as general office duties and file maintenance.

02/2007 to 02/2008

Administrative Coordinator Company Name 1/4 City , State

Direct executive assistance to the Executive Vice President of Business Development and Marketing as well as the Marketing team, consisting of 10 people.

Scheduling regular meetings and conferences through Microsoft outlook, preparation of marketing materials, inputting (and organization of) invoices into our annual budget spreadsheets for the department, and ordering supplies through our electronic ordering system.

Also assisted with marketing and public relations events as well as online research and record keeping.

Processed all marketing employee holiday requests, check requests, marketing proposals, etc.

02/2006 to 02/2007

Sales Coordinator Company Name 1/4 City , State

Responsibilities included preparation and transmittal of insertion orders for magazine advertisers of B.A.S.S. (Bass Angler's Sportsman's Society).

Publications included Bassmaster, Fishing Tackle Retailer, Bass Times, Junior Bassmaster, and Bass ProGuide.

Also assisted in collection of advertising materials and copy as well as reviewing tracking sheets and bluelines for each publication.

Assisted 3 Account Executives by completing and providing ad, production and revenue reports as well as assisting with follow up to ad sales.

09/2005 to 06/2006

Legal Assistant/Paralegal Company Name 1/4 City , State

- Drafted agreements and contracts for various company websites and updating in accordance with new law.
- Responsible for file management and research of online trademark and copyright infringements concentrating on domain names and cybersquatters.
- Responsible for preparation and transmittal of demand packages and filing of ICANN Complaints against potential cybersquatters.
- Assisted managing partner with preparation of Powerpoint presentations for various seminars.
- Also handled basic administrative duties which included scheduling and calendaring of appointments and court dates, making travel arrangements and entry of attorney time records.
- Paralegal to In-House Counsel.

02/1999 to 02/2004

Paralegal/Legal Assistant Company Name i¼ City , State

Assisted in-house counsel with everything from trip planning to drafting contracts.

Functioned as main contact for all hired counsel concerning Ripley's trademarks.

Filed and regulated over 300 copyrights and maintained detailed records, "statements of use", and renewal calendar for 180 registered trademarks worldwide.

Policed and pursued any and all infringements of Ripley's trademarks, copyrights, and domain names.

Approved or rejected all uses of Ripley trademarks for the attractions and insured proper use of logos for the 28 Ripley attractions in the U.S and Internationally which included the Ripley's Believe It or Not! Museums, Aquariums, Haunted Adventures Moving Theaters, Wax Museums and Mini-Golf Courses.

#### Education

1990

Associate : Arts Valencia Community College i¼ City , State Lawyer's Assistant Program of the National Center for Paralegal Training, Atlanta, GA Paralegal degree.

1982

High School Diploma William R. Boone High School i¼ City , State

#### Skills

Administrative duties

Microsoft Office

Transcription skills

Proofing Ads and sales

Maintaining Department Budget

Business Development

Conference and Meeting Scheduling

Drafting Contracits

Powerpoint Presentations

Online Research

Preparing Proposals

File Maintenance

Record Keeing

Public Relations

Scheduling Travel

Excel Spreadsheet Preparation and Maintenance

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