

**OBJECTIVE** To obtain a position within your institution in which I can employ all facets of my eclectic training, employment history, education and skills to further the goals of your company and my abilities as an effective and essential employee.

**EXPERIENCE** **MARKETING & OPERATIONS ASSISTANT**  
*RMC PHARMACEUTICAL SOLUTIONS INC., LONGMONT, CO 2010-PRESENT*  
As directed, maintain and update marketing tools. Assist in all office operations including, but limited to maintaining, updating, and compiling company files and reports, ensuring all supplies are available, locating and acquiring all company operational needs, and all general office duties.

**MANAGER, MARKETING & OPERATIONS**  
*MCKINLEY ADIRONDACK ENTERPRISES, INC, West Chazy, NY 2009-2013*  
All duties associated with new business start-up, including, but not limited to business plan development and implementation, maintaining business records, compiling and filing reports and all necessary paperwork, ensuring all supplies are available, acquiring all company operational needs, and all general office duties (copying, faxing, etc).

**INFORMATION SEARCH ASSISTANT**  
*RMC PHARMACEUTICAL SOLUTIONS INC., LONGMONT, CO 2005-2010*  
As directed, search, obtain and/or transcribe information related to pharmaceutical regulations and guidelines developed and promulgated by US and EU pharmaceutical regulatory agencies (e.g., FDA, EDEA, etc.)

**HOME HEALTH CARE AIDE**  
*CONCEPTS OF INDEPENDENCE, PLATTSBURGH, NY 2008-2009*  
Assist client with medication (e.g., administer insulin shots and pills), monitor blood pressure and blood sugar levels. Maintain records of all medication administered and record blood pressure and blood sugar levels.

**EDUCATION** **METROPOLITAN STATE UNIVERSITY OF DENVER**  
*DENVER, CO -BACHELORS OF SCIENCE IN MEDIA PRODUCTION VIDEO PRODUCTION -ONGOING EXPECTED COMPLETION MAY 2017*

**STATE UNIVERSITY OF NEW YORK AT PLATTSBURGH**  
*PLATTSBURGH, NY — BACHELORS OF SCIENCE IN POLITICAL SCIENCE, GPA 3.63, 2005*

**CLINTON COMMUNITY COLLEGE**  
*PLATTSBURGH, NY — ASSOCIATES OF ARTS IN LIBERAL ARTS, GPA 3.86, 2003*

**SKILLS**

- ADVANCED COMPUTER LITERACY
- ADVANCED COMPETENCY WITH MICROSOFT & APPLE OPERATING SYSTEMS
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- ADOBE ACROBAT PRO

- ADOBE CONNECT
- ADOBE DREAMWEAVER
- ADOBE ILLUSTRATOR CS5
- ADOBE PHOTOSHOP
- ADOBE PREMIER
- BASIC HTML
- EXPERIENCE WITH SEARCH ENGINE OPTIMIZATION
- SOCIAL MEDIA MARKETING
- ADVANCED CLERICAL SKILLS
- FAST AND ACCURATE TYPING (60+ WPM)

REFERRALS

REFERENCES ARE AVAILABLE UPON REQUEST