



Professional Skill Set and Experience

General Professional Skills

- 19+ years in business development, management, sales, and marketing
- Serial entrepreneur
- Successfully written business plans for multiple existing and startup businesses
- Excellent internet and online skills
- Impeccable and accurate research abilities
- Sparkling attention to detail
- Highly advanced administrative professional
- Experienced in human resources, employee management, hiring, and mentoring
- 70+ WPM typing skills
- Accurate 10 Key
- Effective communicator

Professionally fluent with both PC and Mac platforms

PC Related Program Knowledge

- Advanced knowledge of Microsoft Word, Publisher, and Powerpoint
- Proficient knowledge of Microsoft Excel

MAC Related Program Knowledge

- Advanced knowledge of iWork including Pages, Numbers, Keynote
- iPhoto, iTunes, TextEdit

Accounting and Bookkeeping

- Proficient in Quickbooks, Quickbooks Pro, Quickbooks Enterprise, Quicken, and Freshbooks
- Currently working on Quickbooks ProAdvisor Certification

Web Browsers

- Internet Explorer
- FireFox
- Google Chrome
- Safari
- Microsoft Edge

Online Software Programs

There is not enough room to list all of the software programs that I am experienced with but I do stay up to date on the latest programs for the effectiveness of my business and my clients businesses. My experience level is proficient to advanced in all of these popular programs.

- OooVoo- Video Conferencing
- Skype- Video Conferencing
- Webex- Video Conferencing
- GoToMeeting- Webinar/Online Meetings
- Picasa- Photo Editing
- Canva- Content Creation
- Dropbox- File Storage and Sharing
- Workspace- Remote Email Access GoDaddy
- GoDaddy- Website Design
- 1and1- Website Design
- Wix- Website Design
- Wordpress- Website Design and Blogging Platform
- Zazzle- Promotional Products
- Vistaprint-Promotional Products
- Logmein- Remote Access
- RemotePC- Remote Access
- Google Business Apps
- Ancestry- Geneology Research
- Constant Contact- Newsletters
- Mailchimp- Newsletters
- Paperless Post- Event Invite/Card Sending/RSVP
- MyOpportunity- Lead Generation
- Exact
- Gmail, Outlook, iCloud- Email
- Adwords

Inbound Marketing

- Hubspot
- VCita

Affiliate Marketing

- Shareasale
- Commission Junction
- ClickBank

CRM Software

- Zoho
- Salesforce
- Act!
- Hubspot

Social Media Platforms

- LinkedIn
- Facebook
- Twitter
- Pinterest
- Slideshare
- Infogram
- YouTube
- Yelp
- Google+
- ScoopIt
- Tumblr

Blogging Platforms

- Wordpress
- Blogger

Miscellaneous Programs

- RingCentral- Online Fax
- PM Attendant- Auto Detailing
- FirstData- Merchant Processing
- Clover- Merchant Processing
- Paypal- Merchant Processing
- SAP- Operations Management System
- Navision- Operations Management System