

M A Y A K E N D R I C K S O N

Organized...Motivated...Personable...

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Denver, CO 80202

Seeking Position As:

BUSINESS ASSISTANT PROFESSIONAL

Focused, reliable and dynamic individual. Self-motivated, detailed-oriented, team player excellent in a fast paced environment; outstanding with various administrative duties.

Extremely outgoing and has a remarkable ability to adapt easily to different work environments and people. Proven ability to execute large scale projects within set timeframe, product knowledge; entrepreneurial minded, valuable asset to my corporate partners in market information, sales and product merchandising.

Brings a diverse business background that provides vast experiences in both proven and unproven marketplaces. Attested ability to assess and tackle critical situations and follow thru to the best outcome. Highly competitive with excellent communication and organization skills.

- ◆ Organizational Skills
- ◆ Team Building/Leadership
- ◆ Strategic Planning & Development
- ◆ Event Management
- ◆ Strong Planning Skills/Research Analysis
- ◆ Public Speaking

CAREER HIGHLIGHTS

- Instrumental in organizing several charity events for HOPE Realty.
- Designed and founded the HOPE Realty Charity Connection program with the purpose of organizing, supporting and running a program to do 4 to 5 charity events per year.

PROFESSIONAL EXPERIENCE

HOPE Realty

Nov 2005 – Aug 2007

Realtor & Director of Charities

Colorado Springs, CO

- Analyzed market conditions, prepared reports and provided recommendations to clients.
- Gained several negotiation skills; worked closely with clients to determine their needs and wants and listened to their concerns; focused on client satisfaction.
- Made sure timelines and deadlines were met.
- Organized fundraising teams for charity events.

Liberty Group Mortgage

June 2002 – Aug 2007

Loan Processor & Office Manager

Colorado Springs, CO

- Responsible for having direct contact with clients, staff and vendors.
- Supervised staff and provided direct support to them; prioritized daily tasks.
- Prepared monthly and year end pay statements; monitored inventory levels and ordered supplies.
- Insured timelines and deadlines where met on a day to day and long term basis.

Colorado Timberline Academy

1998-1999

Peer Educator

Durango, CO

- Advised and mentored adolescents attending the boarding school.
- Tutored-with academic work.
- Exercised a strong interaction with adolescents.

Southwest Mental Health Expressive Arts Therapy Group

1999

Facilitator

Durango, Co

- Worked with the clinical population one-on-one and in groups.
- Conducted activities with the group on a weekly basis.
- Formulated appropriate for this population of
- Generated a team-oriented approach with fellow-staff.

Durango Community Shelter

1999

Assistant Coordinator

Durango, CO

- Assisted the Community Emergency Assistance Coalition.
- Analyzed and researched applications for validity.
- Organized and processed client information and paperwork **with the elderly**

Well Elder

1999

Facilitator

Durango, CO

- Participated in support program that works one on one with the elderly population.
- Motivated and guided conversations to best benefit the client.
- Fulfilled the needs of the client by creating a framework for the client to re-experience their past.

Los Amigos

1998-1999

Tutor

Durango, CO

- Aided an after school program designed for elementary aged Hispanic children.
- Helped in coordinating a more suitable curriculum.
- Tutored the children with academics and guide them with personal situations.
- Provided a positive role model for the children.

EDUCATION & TECHNICAL SKILLS

Fort Lewis College

May 2000

Durango, CO

BA- Major; Psychology, Minor; Sociology

**Studied abroad in Nepal and Bangladesh
Emergency Medical Technician Certified**

July-Aug 1998

Dec 2000

Microsoft Office Suite ♦ Internet ♦ Research ♦ Various Software Platforms

**References Gladly Provided Upon Request*