

SUMMARY

Smart, multi-lingual sales/administrative professional with a passion for the arts and a continual willingness to learn new crafts. Will do sales / administrative, light bookkeeping, and general office duties.

EMPLOYMENT EXPERIENCE

June, 03 - present

Yale University, Graduate School of Forestry & Environmental Studies
Senior Administrative Assistant

New Haven, CT

- Handle all calendar scheduling and trip planning for the Dean of the graduate school.
- Organize various projects and events related to the School of Forestry and Environmental Studies.
- Assist faculty, students & staff with numerous activities and related to the school.

January, 03 - June, 03

Various employers

New Haven & Bridgeport, CT

Administrative Assistant (temporary positions)

- Act as digital photograph editor for property management firm.
- Responsible for scheduling and office management duties for massage therapy/yoga studio.
- Handle administrative tasks of non-profit foundation overseeing two high-volume theater venues (correspondence, data-entry, filing, phones). Devise contracts and engage security, stage-hands, ushers, and concessions providers.

June, 02-August 02

Sagaproject (Multi-media art exhibit on August 23-24, 2003 featuring nine artists.)
Producer

Mill Valley, CA

- Selected artists and venue for a two-night multi-media art opening (paintings, photography, fashion & floral design, and music).
- Recruited and briefed volunteers to assist with preparations and event execution.
- Secured full sponsorship of event including restaurants, wineries, production companies, music providers, photographers, and event planning companies.

www.sagaproject.com

April, 01- November, 02

Galerie Elektra (2,400 sq. ft contemporary fine-art gallery.)
Gallery Administrator /Sales

Sausalito, CA

- Performed general maintenance duties of the gallery, including photographing new artwork and restoring damaged frames and canvases. Handled proofreading, correspondence & negotiations using MS Office.
- Client contact including presentations of artists, styles and artwork (oil paintings and bronze sculptures).
- Communicated with potential clients and repeat clients through written and oral correspondence. Performed in-home consultation and installation of artwork.
- Managed new artist research and selection; general liaison for 15 artists regarding contracts, commissions, and acquired art. Responsible for securing museum representation of artists.

www.galerieelektra.com

February, 00- January, 01

frogdesign, inc. (Digital & product design firm.)
Recruiting Coordinator, Employee Retention

San Francisco, CA

- Built structure of recruiting department, including procedures, guidelines, and processes (MS Office and Filemaker). Led or participated in the hiring of approximately 100 people for frogdesign's seven US offices.
- Screened incoming resumes sent to frogdesign's SF office and forwarded them to pertinent managers. Handled scheduling, evaluation, job offers, feedback for the candidates, and employee retention issues.
- Searched for and evaluated potential resumes, conducted formal as well as informational interviews.

www.frogdesign.com

June, 96- February, 00

Montgomery Resources, Inc. (Executive search firm.)
Account Manager /Administrative Assistant

San Francisco, CA

- Sourced, recruited and placed temporary and full-time finance-related candidates in the SF Bay Area
- Handled correspondence and administrative tasks related to recruiting process. Maintained payroll for all consultants & produced invoices for all clients using MS Office suite and Lotus 1-2-3.

www.montres.com

EDUCATION

December, 95

Uppsala University
BS, Business Administration (Major: Marketing; Minor: English, French)

Uppsala, Sweden

PERSONAL

Languages: fluent Swedish, English; competent French, Norwegian, Danish; good knowledge of German.
Software (PC & Mac): MS Office (Word, Excel, Access, Powerpoint, Outlook). Lotus 1-2-3, FileMaker, Internet Explorer, Netscape, Tempus Fugit, ProSearch. Mixed-media & acrylic artist/painter.