

# POPPY ROBINSON

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**OBJECTIVE:** A corporate administrative position

## PROFILE

- A highly-organized self-starter with six years of experience as administrative assistant in the corporate sector, five years as an elementary school teacher and a bachelor's degree in marketing.
- Professional, pleasant and hard-working; a good listener and collaborative team player who excels at building relationships and communicating clearly and effectively; comfortable with public speaking.
- Flexible and resourceful, a skilled problem solver, adept at both long-term and short-term planning, implementation and follow through; excel at tracking detail while keeping the big picture in mind.
- Proficient with MS Word, Excel, PowerPoint and Internet research.

## RELEVANT ACHIEVEMENTS

- Provided administrative and executive assistance to Merrill Lynch's western division marketing manager as well as administrative support to the finance manager when required. Received the highest performance rating every year for six years.
  - Collected sales data from 16 field marketing managers and prepared weekly reports; customized proposals for financial consultants to meet tight deadlines.
  - Arranged weekly flights and hotel accommodations, typed letters, answered busy phone lines, screened and forwarded calls and acted as first contact for the department.
  - Transformed a disorganized office environment into an efficient, functional system.
- Generated learning support materials from the Internet, brought in special speakers and led field trips to empower low-income students with a wide range of abilities in West Contra Costa Unified School District classes; expanded horizons and enhanced social and environmental awareness.
  - Collaborated with colleagues to maximize teaching effectiveness within standards-based curriculum, brainstorming strategies to help students with poor learning skills; shared materials and successes.
  - Worked individually with parents, some of whom spoke little or no English, to improve students' chances for success; secured outside tutoring, utilizing special school funds, and improved test scores.
  - Played an active role on school committees to allocate budgets appropriately and effectively and to equip school for disaster preparedness.
- Planned annual school curriculum and individual lesson plans and created teaching materials, meeting State of California guidelines, for grade school classes in the San Francisco Unified School District.

## CAREER HISTORY

Personal Sabbatical, San Anselmo, CA		2008-present
WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT, Richmond, CA	Teacher	2003-08
Montalvin Elementary School, San Pablo		
Sheldon Elementary School, El Sobrante		
Nystrom Elementary School, Richmond		
SAN FRANCISCO UNIFIED SCHOOL DISTRICT, San Francisco, CA	Teacher/Intern	1999-03
Sanchez Elementary School, San Francisco		
George Peabody Elementary School, San Francisco		
Sutro Elementary School, San Francisco		
MERRILL LYNCH GROUP Employee Services, San Francisco, CA	Administrative Assistant	1993-99

## EDUCATION

Teaching Credential, San Francisco State University, San Francisco, CA	2002
B.S., Business Administration/Marketing, LeMoyne College, Syracuse, NY	1991