

MARY BRISCO

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Objective	To contribute to a company's success using my creative, organizational, and customer relation skills.
Qualifications	<ul style="list-style-type: none"> • Excellent communication and presentation skills • Exceptional skills working with company executives on a professional level • Resourceful in researching and problem solving • Strong organizational skills
Employment History 6/2006 – Present 10/2004 – 1/2005 3/2003 – 9/2004 7/1993 – 1/2003 2/1990 – 7/1993	<p>Administrative Assistant, Socrates Poole Gallery, Portland, OR</p> <ul style="list-style-type: none"> • Assisted gallery Director with all general clerical duties including answering phones, coordinating with corporate office regarding invoicing and billing, and corresponding with artists and clients • Tracked inventory using proprietary software and ordered new inventory based on sales and needs <p>Administrative Assistant/Receptionist (Temp), Dynamic Auto Group, Beaverton, OR</p> <ul style="list-style-type: none"> • Answered phones and greeted customers • Assisted General Manager with daily tasks including managing schedules, organization, handling correspondence, running errands, and coordinating promotions and mailings <p>Telecommunications Consultant, Self-Employed, Portland, OR</p> <ul style="list-style-type: none"> • Provided telecommunications consulting services for GTE and USWEST <p>Customer Service Advisor, GTA, Tigard, OR</p> <ul style="list-style-type: none"> • Provided training courses on telephone systems and software programs to employees of hospitals, universities, and various large companies • Coordinated training schedules with management/clients • Worked with Marketing department to deliver sales presentations • Served as the primary Customer Service Advisor for Kaiser Permanente account – coordinated all design, equipment, and training issues <p>Systems Design Coordinator/Sales, Strickland West, Beaverton, OR</p> <ul style="list-style-type: none"> • Designed and programmed telecommunications networks and systems • Worked with existing customers to maintain telecommunications systems and manage relationships • Met with executives and managers to determine telecommunications needs
Computer Skills	Proficient with Microsoft Office, Adobe Creative Suite 3, and Salesforce.com Proficient hand-coding HTML, CSS, and JavaScript
Education	<p>Shermer University of Illinois, Shermer, IL (2002 – 2006) Business Administration with an emphasis on Marketing and Advertising</p> <p>*Completed extensive advanced education courses on products and services sponsored by GTA and Strickland West</p>
Affiliations	<p>Raphael House (2006 – present) Volunteer on the crisis line, helping women in domestic violence situations find available resources</p> <p>National Charity League of Lake Oswego (2003 – 2007) Member of a mother/daughter organization that provides opportunities for involvement in community and cultural activities</p>