

Deborah M. Richard

Pine Ridge West, Mandeville, Louisiana 70448

(985) 555-0088

Deborich@aol.com

CAREER OBJECTIVE

A career opportunity utilizing my management knowledge and skills to promote company growth while continuing to develop professionally.

EDUCATION

Southeastern Louisiana University, Hammond, LA

Bachelor of Arts, Management. Graduation Date: May 2005

Major coursework completed includes: Business Law, Principles of Marketing, Salesmanship, Management Information Systems, International Business, Principles of Economics and Computer Science.

Louisiana State University, Baton Rouge, LA 2000 - 2002

Completed courses in advertising dealing with both theoretical analysis and practical applications of creative strategy, media strategy and measures of advertising effectiveness.

SKILLS SUMMARY

- Experience in public speaking developed through promotional appearances and special events.
- Strong leadership abilities with excellent interpersonal and communication skills.
- Highly self-motivated with demonstrated planning, organizational and multitasking skills.
- Desire to apply acquired leadership, organizational and communication skills to a challenging work environment.
- Computer skills including Microsoft Word, PowerPoint, WordPerfect and Internet Explorer.

PROFESSIONAL EXPERIENCE

Medical Records Clerk, St. Tammany Parish Hospital Physician Network

Covington, Louisiana, January 2002-Present

- Assist doctors, nurses, medical assistants and office manager in retrieving and organizing medical documents.
- Provide office administrative assistance while improving office organization, maintaining file room, typing and performing fax and computer operations daily.

Owner/Director/Coordinator, USA Dance, Inc.

Slidell, Louisiana, June 1998-November 2001

- Supervised, trained and motivated employees while instituting high performance standards.
- Generated, researched and analyzed extensive writing for ads, articles, promotions and special events.
- Planned, coordinated and organized special events with extensive experience in public speaking.
- Created original choreography, performances and dance instruction.

Answering Service Operator, The Message Center

Slidell, Louisiana, April 1997-April 1998

- Responsible for relaying messages accurately to clients such as lawyers and physicians.

Sales, C&N Jewelers

Slidell, Louisiana, August 1996-January 1997

- Initiated sales and ensured customer satisfaction.
- Responsible for closing of sales, displaying jewelry by maintaining store displays, greeting customers and answering questions.

AWARDS

- Dean's List
- Awarded the Tiger Marching Band Music Activity Scholarship to perform as an LSU Golden Girl.
- Awarded Southeastern Louisiana University's Lionette Scholarship by the Division of Student Affairs.