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# PRIVATE SECTOR EXECUTIVE RESUME

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## Summary:

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A dedicated, loyal, customer-oriented person and a highly motivated individual with vast experience in the area of management and organization of an industry; with a great background in advertising, promotion, contracts, finance, cooperate relationships; proficiency in inventory control, purchasing, budgeting and accounts; profound ability to effectively communicate, both in oral and in written form; with a strong ability to supervise, train and evaluate assigned staff

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## Professional Experience:

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Private Sector Senior Executive January 2007 – present  
Infinited Talent Medical Staffing, Seattle, WA

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## Responsibilities:

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Furnished plans, policies ad business strategies for the organization.  
Determined organizations performance and its employees performance for the improvement of cost reduction and programs.  
Ensured organization's objectives are achieved by reviewing and analyzing its financial statements, sales and activity reports.  
Established policies and formulated plans by conferring with organization's board of directors and officials as well as staff members.  
Delegated duties, task and Responsibilities to subordinates and employees of the organization.  
Coordinated buying activities, selling of investment products and financial services of the business.  
Associate Private Sector Executive May 2004– January 2007  
AtlantiCare, Pomona, NJ

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## Education:

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M.S. in Business Management, Stanford University, CA, 1999  
B.S. in Business Administration Major in Management, Stanford University, CA, 1997

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## Skills:

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- Driven and determined

- Good communication skills, both written and verbal
- A creative approach to new campaigns
- Good negotiating and interpersonal skills
- Strong organizational skills
- Commercial awareness, for pricing and analyzing data
- Good numeracy skills and a knowledge of statistics
- A high standard of computer literacy

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## **Awards and Honors:**

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Senior Member, MBA Association, 1999

Dean's Lister, Stanford University, 1994

The National Management Association, Member

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