

SUSAN BAILEY

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SUMMARY: An accomplished Administrative Specialist for major firms in Arizona and California. Demonstrates professionalism, excellent people skills, enthusiasm and reliability for accomplishing daily business tasks as well as special projects in both current and previous positions which include: Office Manager, Public Relations Account Manager, Magazine Editor and Magazine Writer.

OBJECTIVE: Obtain a challenging position utilizing experience in executive administration, writing and sales to help increase business growth and positive company awareness.

EXPERIENCE:

DMB/HG Martis Camp Office Manager/ Architecture Review Assistant: 2010-Present (Truckee, California)

- A solutions-oriented Office Manager and Design Review Assistant for a high-end, residential golf development in Truckee, California.
- Successfully tracks down answers for architects, contractors and homeowners regarding existing and under-construction home sites by utilizing database information and hard copy resources.
- Assists Design Review staff in organizing architectural plans, submittal materials and client information.
- Oversees distribution and filing of all submittal letters to architects, owners and contractors.
- Communicates with clients and business associates via email and telephone, resulting in superior client and business associate satisfaction.
- Proficient with Microsoft Office, Filemaker, Adobe, Box computer programs.

Dick Bailey Design: Co-Owner/Office Manager/Marketing Director 1991-2010 (Scottsdale, Arizona)

- Performed an essential role in attracting and developing company awareness by informing and creating marketing materials for media sources throughout the western United States.
- Within five years, the firm touted more than 10 completed or under-construction golf courses in Arizona, Nevada, Wyoming, and California.
- Bird-dogged answers for employees and clients regarding golf-related subjects.

Marilyn's Makeup Magic: Administrator 2007-2009 (Scottsdale, Arizona)

- Administrator for Marilyn's Make-Up Magic resulting in 37 percent increased sales in two years.
- Demonstrated make-up techniques to potential clients via a PowerPoint presentation/ before and after photos committing them on the spot for make-up procedures.

Residential Executive Magazine: Writer 2005-2007 (Phoenix, Arizona)

- Interviewed top-producing real estate sales agents in the greater Phoenix metropolitan area for cover and interior articles.
- Excellent interviewing skills and sincere interest in the clients interviewed resulting in more than 20 published articles.

EDUCATION:

University of Oklahoma: BA Journalism/Advertising

Phoenix College: Magazine Writing

Scottsdale Community College: Photography, Painting, Sculpture, Art History

Scottsdale Artists' School: Drawing, Plein-Aire, Floral Painting, Still Life

AFFILIATIONS:

Acquisition Committee Chairman: Brophy Preparatory for Boys 2000-2004

Fundraising Chairman: Mirror Ministries 2005, 2006

Sunday School Teacher: Scottsdale Bible Church 2006-2010, Sierra Bible Church 2011-Present