

Nelly S. Curie

Objective:

To use my *sales and customer service abilities* in a part time position that challenges my talents and experiences. I am looking for a position that looks for creative methods to increase sales and resolve customer problems encourages independence, and that will allow me to learn.

Core Strengths:

- Business-to-business and customer-focused, negotiations asset protection
- Excellent interpersonal skills in written and verbal communication
- Understands the importance of client development and monitoring for safety
- Experienced with the total sales process: delivering quality service, meeting deadlines
- Building enduring alliances, handles crises intervention with ease and command.

PROFESSIONAL EXPERIENCE

Nov 2006

July 2007

XXXX Company Name XXXX, Fresno, Ca
Veterans Hospital & Mental Health Clinic
Security Officer (part time)

MAJOR DUTIES:

Controls access and checks identification of those persons entering and leaving Veterans Hospitals & Mental Health Clinic. Work in a complex mental, emotional and behavioral disorders climate such as: Homicidal, Suicidal, Schizoaffective Disorders, PTSD, Depression, Auditory Hallucinations and uncontrolled language or abusive patients in an environment. Responsible for maintenance of physical security, access control, protection of life and property, and crime prevention actions foot patrol within the jurisdiction of the properties guidelines. Keep alert to prevent, detect, and conduct preliminary investigations on trespassers and physical security violations. Responsible for detention/apprehension of all persons attempting unauthorized entry into boundaries; maintaining radio communications VA Police; performing dispatch duties; reporting all routine and extraordinary events, situations and circumstances; preparing written witness security violation reports; remaining at assigned post; and providing assistance to other police personnel as required. Upon notification, responds to emergency recall of security personnel to assigned area within a specified time parameter. Salary Disclosure: Industry Standards

June 2001

Dec 2006

XXXX Company Name XXXX, Sacramento, CA
Project Manager (full time)

Primary responsibilities include:

Supervise two landscape workers to perform various functions, tractor operator for landscaping, irrigation and construction projects valued \$850-\$9000. Prepare and demonstrated cost estimates, schedule work for crew based on weather conditions or the availability of equipment, perform spot checks to ensure the quality of the service. Check on prices and order specifications and thereby put together spreadsheets with price comparisons and other facts about each supplier. Interact with sub-contractors, landscape architects, schedule trades to meeting on time, materials estimates and project specifications, estimates cost savings of \$250- \$500 for completed contracts signed by homeowner with in two weeks. Source and negotiate terms with nursery vendor and customer, monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes. Manage time to develop future business while meeting daily construction deadlines. Salary Disclosure: Industry Standards

Nov 2001
Oct 2002

XXXX Company Name XXXX, Carmichael, CA
Certified Massage Therapist (part time)

Primary responsibilities include:

Handle all scheduling, confirmations and customer follow-ups, established referral
Conduct consultations and provide advice to clientele on the medical benefits of massage therapy and the potential risks associated with certain pre-existing health conditions
Provide massage therapy and assist patients in improving range of motion in a safe and ethical environment, while helping customers with injury recovery and stress relief.

June 1987
May 2001

XXXX Company Name XXXX, Carmichael, CA
Photographer/Manager (full time)

Primary responsibilities include:

Proven program management and analytical skills coupled with a photographic eye. Directed in choosing and presenting a subject to achieve a particular effect, advice staff in selecting the appropriate equipment.
Handle full range of duties for photography studio, including: set design and construction, natural light location & artificial light selection, photography and post production, impressive range of cameras, lens, implement different lighting ratios to individualized set situations, computerize presentations. Wedding, Pre School- Children, Corporate Image, Artistic Expression Photography was conducted. Making sure that the project is done on time and within budget to maximize 75% profit margin.

Dec 1985
Sept 1987

XXXX Company Name XXXX Calistoga, CA
Landscape Consultant/Promote

Primary responsibilities include:

Oversaw the Inn's construction and served as project manager for architectural development of B&B Inn. Key decision maker in cost/benefit analysis and cash flow estimation. Designed and install landscaping and irrigation for Inn Created and conducted business sales marketing plan for the Silver Rose Inn and adjoining 20-acre residential subdivision, net profit on investment was \$926,000. Recruited buyer to purchase project for \$1 million.

EDUCATION

1985

XXXX Name of the University XXXX, Woodland, CA
A.S. Small Business Administration and Criminal Justice

1987

XXXX Name of the University XXXX, Sacramento, CA
B.S. Parks Administration