

Victoria L. Ewing
victorialynn8@hotmail.com

OBJECTIVE: To find a job that challenges me day to day, uses my analytical side and creativity to their fullest, and provides opportunities for advancement.

SUMMARY:

- Experience managing and organizing financial information
- Experience in reviewing production of over 11 different departments
- Highly educated in computer skills/programs
- Excellent communication and customer service skills
- Team player
- Up-to-date SECRET clearance, maintained through the Department of Homeland Security
- Over 3 years of experience with Adobe Software (including CS3, Photoshop, and Reader)
- Over 2 years of experience with editing video and still imagery

EDUCATION: **Anne Arundel Community College, A.A Degree in Film**
Arnold, Maryland

Bowie High School, June 2006

Bowie, Maryland
Graduated top 10%

EXPERIENCE: **Chili's Bar and Grill**
March 2002 to present
Manager/Administrative Assistant/Server/Bartender

- Created and maintained financial budgets, inventory forms, and spread sheets
- Assisted with management of servers/hostess/bartenders/bussers, etc.
- Named Employee of the Month (Jan 04) and Employee of the Year (2005)

Strategic Analysis, Inc.

April 2007 to January 2008

Administrative Assistant to DHS Client Manager

- Maintained conference room scheduling and day to day preparation
- Reviewed and prepared monthly paperwork of all departments within DHS
- Created spreadsheets, emailed event reminders, and updated security and roster information daily

Outback Steakhouse
September 2006 to April 2007
Server/Trainer

- Interact with restaurant patrons on a daily basis in an effort to create a memorable experience and enjoyable atmosphere.
- Train new employees on the operation and expected performance criteria to ensure quality service.
- Learned to work as part of a team in an fast paced environment.

University of Pennsylvania, Cancer Patient Program
June 2002 to August 2002
Internship

- Filed all reports, questionnaires, and summaries of experiments
- Logged questionnaires and patient responses into computer system.

SKILLS:

- Knowledge of various computer software programs: MSWord, Power Point, Excel, Outlook, Publisher, Visio, Acrobat Reader, Premiere, Illustrator, Photoshop, After Effects, SoundBooth, and InDesign
- Typing speed: 75 WPM
- Excellent organizational and communication skills
- Community service: tutoring fellow college students
- Webpage Portfolio: <http://victorialynnportfolio.synthasite.com/>

References: Edith Johnson, manager at Chili's (known for 5 years)
(301)332-4265
Mike Rice, general manager at Chili's
(301)809-1900
Linda Morris, DHS Client Manager
(703) 527-5410

Salary Req: 36,000/negotiable