

Debbie Dettore

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Summary of Qualifications

- Intermediate to advanced skills in all Microsoft Office applications including Word, Excel, Power Point, Access and Outlook
- Flair for organizing and prioritizing
- Effective written and verbal communication skills
- My fortes include project-oriented work, coordinating details and follow-through
- Experienced dealing with diverse groups of people at all levels
- Bachelor of Science Degree in Office Administration

Technical and Office Skills

Microsoft Office proficient
Microsoft Outlook
Microsoft Project
Microsoft Front Page
Microsoft Publisher
Microsoft Windows

Adobe Photoshop, Illustrator and Acrobat
ACT – Contact Management software
Typing – up to 100 wpm, no errors
VSS – Visual Source Safe
Wireless Router Networking
Web site design – FTP, HTML, Dreamweaver

QuickBooks
Scanner
Visio
Lotus Notes
SalesLogix
CD Burners

Professional Experience

Office Management

- Managed office duties and expense reporting for Director of External Affairs
- Administrative support for up to 20 staff members
- Managed calendar, travel and expense reporting for Commissioner and his Policy Advisor
- Screened, directed and/or handled all correspondence and mail
- Set-up and organized Phoenix, AZ office
- Composed and distributed minutes of strategic planning meetings and weekly conference calls
- Established and maintained filing systems
- Ran company in absence of owners
- Coordinated calendar between 5 Commissioners offices
- Assembled and organized materials relevant to Commission Open Meetings

Project Management

- Project manager for site redesign and hosting change for Rotary web site
- Managed projects of more than 20 events for up to 300 attendees
- Project coordinator for 3-5 project managers working on as many as 15 projects simultaneously with teams of 5-30 members and budgets up to \$4 million
- Arranged on- and off-site team meetings

Communication

- Liaison between Dean's office staff and development personnel
- Constant interpersonal contact with several hundred members of the Phoenix corporate community
- Coordinator and liaison between Company offices in Arizona, California and Virginia
- Liaison between customers, 2 project managers, 5 field operatives and numerous vendors and subcontractors providing coordination, direction and information pertinent to projects
- Primary contact for vendors nationwide

