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Objective: To maximize all of my skills in a setting that will allow me to create value for others. My true purpose is bringing joy and light to as many people as possible.

2015 - Present Personal Assistant YourSideKik.com

- * Assisting affluent people with organizing their lives, homes and businesses
- * Event and party planning; invitations, food preparations, etc.
- * Household management; meal prep, organization, house-sitting, etc.

2018 - Present Server/Party Assistant Barspirit, So in Any Event Bartenders

- * Serving food and/or, performing tasks needed to execute successful events
- * Setting up and breaking down mobile bars and other event-related equipment
- * Maximizing the experience of all attendees with 100% customer satisfaction

2017 - 2020, 2004 - 2007 Medical Assistant Vincent C. Hung M.D. and Indianer, Lask, Rosenzweig MD's

- * Assisting the doctors with the following procedures:
 - MOHS Micrographic Technician
 - Skin cancer surgical treatment and reconstructive plastic surgery
 - Sclerotherapy treatment and trichloroacetic acid (TCA) peels
 - Laser treatment; yag, alexandrite, erbium, sclerolaser, gentle laser, soft light
 - Wound care, dressing patient instruction, suture removal, post-op care
- * Office administration responsibilities include:
 - Setup and maintenance of patient records and office files using EMR software
 - Scheduling appointments, answering patient calls and questions using EMR software
 - Processing transactions with pharmacies
 - Billing, collections, receivables, data entry

2007 - 2017 Entertainment Manager Carnival Cruise Lines

- * Performed and managed dancers in a wide variety of 'Vegas-style' shows, daily
- * Acted as tailor/seamstress for costume maintenance
- * Heightened passenger's vacation experience with 100% customer service

2007 - 2010 Assistant to Administrative Assistant for a search company M/ Oppenheim and Associates

- * Updated and maintained an extensive contact data base using Goldmine software.
- * Assisted with individual searches for the associates.
- * Assisted with administrative tasks and collation of folders for candidates being

interviewed.

2005 - 2007 Event Producer

The Minx (Nevada)

* Fully produced entertainment shows for conventions

* Clients included: Harley Davidson, Harrah's Casino, Greg Thompson Productions