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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