

Stacia Blevins  
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706-210-3690 (home)  
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**Objective: To contribute to your organization's success through the use of exceptional typography and website layout.**

### **FREELANCE WORK**

- Completed [www.reliablelawncaretoday.com](http://www.reliablelawncaretoday.com) starting with the logo, business cards, flyers, letterhead, and invoice letterhead.
- Completed [www.kustomkidsmusic.com](http://www.kustomkidsmusic.com) including logo.

### **INTERPERSONAL AND TEAMWORK SKILLS**

- Entrusted to process confidential employee records such as performance reports, service records, expense reports, and timecard tracking.
- Interacted with a wide variety of personalities while scheduling meetings/appointments and making travel arrangements for executives.

### **CUSTOMER SERVICE SKILLS**

- Interacted with clients and utilized excellent organizational skills to arrange and coordinate events that include reenlistments, retirements, project meetings, and client meetings.
- Delivered excellent customer service while functioning as Administrative Assistant, and Command Career Counselor.
- Oversaw daily reports, spreadsheets, and correspondence.

### **MANAGERIAL AND SUPERVISORY SKILLS**

- Proved multi-tasking abilities by working on multiple projects at the same time as well as working on multiple reenlistment and retirement packages.
- Served as right hand to lead managers of a toll systems company in an administrative assistant capacity.

### **QUANTITATIVE SKILLS**

- Completed and submitted invoices and process for payments.
- Handled expense reports for managers and executive staff.
- Maintained inventory control.
- Demonstrated knowledge of and accountability for employee records and project management, including department and project inventories, personnel labor hours, and change orders.
- Managed inventory, invoices, and correspondence for several projects.

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## **Computer Skills**

- MS Word, Access, Excel, Outlook, and PowerPoint
- Adobe InDesign, Illustrator, and Photoshop
- Macromedia Dreamweaver

## **Education**

Jan. 2003 – Feb. 2004 American Intercontinental University Online Atlanta, GA  
Bachelors Degree in Fine Arts  
• Graduated Summa Cum Laude

Jun. 2002 – Dec. 2002 Coastline Community College Fountain Valley, CA  
Associates Degree in Electronics Technology  
• Graduated

## **Employment History**

- Executive Assistant, Attorney John T. Garcia; Evans, GA, 03/05 - present
- Executive Assistant, Manpower; Aiken, SC, 09/04 - 02/05
- Administrative Assistant, TransCore LLP; San Diego, CA, 10/03 - 07/04
- Administrative Assistant, Manpower; San Diego, CA, 02/03 – 10/03
- Administrative Assistant, Trial Service Office West; San Diego, CA, 10/01 – 02/03
- Command Career Counselor, USS McCampbell (DDG-85); San Diego, CA, 03/01 – 10/01
- Command Career Counselor, Shore Intermediate Maintenance Activity; San Diego, CA,

## **Awards received**

- Received four (4) Navy and Marine Corp Achievement Medals for outstanding job performance
- Received a National Defense Medal during time of conflict
- Received two (2) Good Conduct Medals for six (6) years of honorable service

**References** Available upon request.