

# Michelle Brinkerhoff

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## Summary of Qualifications:

- Effective problem solver and thorough researcher
- Skillful at anticipating employer's needs; proactive
- Excellent people skills and strong work ethics
- Accomplished written and spoken communication skills
- Great organizational skills and attention to detail
- Ability to analytically and objectively think using a broad base of knowledge and logic

## Education:

*University of Utah*

*May 2012*

B.S., **Psychology**, a minor in **Sociology** and a **Criminology Certificate**

Salt Lake City, Utah

- Member of Delta Delta Delta

- Acquired great leadership skills as the Education Chair and the Public Relations Chair

*Utah Valley State College*

*May 2000*

A.A.B., with emphasis in **Desktop Publishing**

Orem, Utah

- Acquired working knowledge of numerous computer programs

## Employment History:

*Brandon Barber Coaching*

*May 2014-Present*

### Office Manager

- Customer service, general administrative duties, office management, sales, and marketing.
- Acquired working knowledge of CRM software and creating email marketing campaigns.
- Coordination of domestic events.
- Create marketing material for workshops, social media, and general advertising.
- Accounts receivable/payable, collections, and expense reports for business and events.
- Support coach for current clients utilizing principles of Cognitive Behavior Therapy.

*Rio Tinto*

*August 2013-May 2014*

### Executive Administrative Assistant (Contract Role)

- General administrative duties.
- Coordination and booking of three executives' international and domestic travel.
- Expense report and Outlook calendar management for three executives.
- Creation of purchase order requisitions, service entry sheets, and payment of invoices through SAP (accounting software).

*Walden Media-Hallmark Channel*

*March 2013-June 2013*

### Assistant Production Office Coordinator

- Administrative and office management support.
- Preparation and filing of paperwork, processing crew and cast contracts, and ordering equipment and office supplies for the entire production.
- Supervision of the production office staff.
- Required adept organizational skills, resourcefulness, and the ability to handle a multitude of tasks simultaneously often in high-pressure situations.

*Salty Pictures, Inc./DRS Films, Inc.*

*November 2000-February 2013*

### Executive Administrative Assistant

- General administrative duties.
- Managed office when a film was not being produced.
- Business correspondence with studio executives, lawyers, insurance agents, guilds, government officials, and production crew.
- Assisted Producer with both business and personal finances.
- Coordinated and organized Producer's meetings, schedule, and some travel.
- Used initiative on projects and on daily tasks.
- Learned to work independently and on a team.
- Proficient in MS Word, Excel, PowerPoint, and internet technology.
- Assisted the Producer on over 17 films produced in Salt Lake City, Utah.

*JBT AeroTech, Jetway Systems*

*December 2010-September 2012*

**Marketing Assistant/Executive Administrative Assistant**

- Created and distributed marketing materials using the Adobe Creative Design Suite
- Created advertisements and articles for domestic and international trade magazines
- Updated website content
- Coordinated and attended tradeshow
- Setup and design of tradeshow materials and booth displays
- Pricing and quotations for the mobile equipment
- Correspondence with customers, distributors, and agents worldwide
- Executive support for the HR Manager, the Controller, the General Manager, and Global Business Managers.
- Coordinated and organized manager's meetings, schedule, and booked travel.
- Managed expense reports for managers.

**Volunteer Work:**

<i>Provo Detention Center</i>	1999
<i>The Children's Center</i>	2008
<i>Campaign Volunteer for Local Election</i>	2008
<i>Campaign Volunteer for Presidential Race</i>	2008
<i>Therapy Animals of Utah</i>	2008-Present