

Jackie Daemion

5544 Drysdale Drive, San Jose, CA 95124

Home 408-723-0315 / Cell 408-205-0681

kbelser@ix.netcom.com

Office Manager, Executive AA, Sales/Marketing Support

Extensive experience in human resources, purchasing, accounts payable, accounts receivable and customer service in small and large company environments. Well-organized, logical thinker, diplomatic and adept at multi-tasking, maintains confidentiality at all times.

EXPERIENCE:

Berger/Lewis Accountancy Corporation, San Jose, CA 2005 - 2006

Senior Administrative Assistant (50 Employees)

- ❑ Prepared tax return packages for delivery to corporate, nonprofit and individual clients
- ❑ Maintained document storage system, both paper and digitally scanned files
- ❑ Assisted COO in updating Employee Handbook
- ❑ Provided support to executive and accounting staff
- ❑ Assembled financial statements for corporate and nonprofit clients

Philips Components, Sunnyvale, CA 2000 – 2003

Executive Assistant (20-30 Employees in my Group)

- ❑ Provided executive support, arranged travel and maintained the schedule for the Senior Vice President, Global Sales Organization, and for Vice President/General Managers of two Product Development Groups.
- ❑ Coordinated marketing projects, maintained contact lists, assisted in setting up trade shows
- ❑ Arranged travel for all members of the groups, interacted with customers and other departments and offices internationally as needed to support groups, prepared expense reports for management team members,
- ❑ Arranged candidate interviews, provided new hire orientation, ensured the smooth day-to-day functionality of the departments, worked behind the scenes to promote Philips and to foster a positive team spirit.
- ❑ Provided all purchasing support, either through purchasing department or directly with vendors,

Notify Technology Corporation, San Jose, CA 2000

Human Resources Manager reporting to the CFO (20 Employees)

- ❑ Wrote Employee Handbook
- ❑ Established criteria for, created and maintained personnel files, evaluated insurance plans, managed benefits package, new employee orientation and terminations, planned all employee events, tracked all corporate travel, administered 401K Plan.

Purchasing Manager reporting to the Vice President, Operations

- ❑ Managed interface with overseas vendors for production of products
- ❑ Evaluated import vendors and arranged for international importing of products
- ❑ Managed interfaced with customers to assure timely delivery of products
- ❑ Purchased parts for engineering products, maintained office supplies stock, researched and recommended major office equipment purchases

Jackie Daemion

5544 Drysdale Drive, San Jose, CA 95124

Home 408-723-0315 / Cell 408-205-0681

kbelser@ix.netcom.com

Logical Services Incorporated, Santa Clara, CA

1983 – 1999

(15 – 35 Employees)

Senior Administrative Assistant IV

- ❑ **Human Resources** Designed employment advertising, maintained personnel files, evaluated insurance plans, managed benefits package, new employee orientation, managed interface with universities regarding student engineering co-op program, planned all corporate and employee events.
- ❑ **Accounting** Accounts receivable, accounts payable, balanced books, maintained corporate records.
- ❑ **Purchasing** Purchased parts for engineering projects, maintained office supplies stock, researched and recommended major office equipment purchases, arranged all corporate travel.
- ❑ **General Office Manager** Oversaw all aspects of Logical Services. Responsible for support of the executive, engineering and sales staff.

EDUCATION:

AA, Phoenix Junior College, Phoenix, AZ

SKILLS:

Microsoft Office, Word, Excel, Outlook, Lotus Notes, PowerPoint, QuickBooks, ProSystems Document Management System, GELCO Expense Report Software

OTHER INTERESTS:

President, Rafter Rockers Square Dance Club, 2002; President, Rockin' Jokers Square Dance Club, 2006; Book Club; Travel, Sewing Crafts, Grandchildren