

116 Dogwood Lane
globrien1@gmail.com

GLORIA O'BRIEN

San Antonio, TX 78213
210-315-2345

PROFESSIONAL PROFILE

Offering 25 years of experience in the administrative support, educational, energy, construction and real estate industry, I have extensive experience in project management from inception to completion. Highly motivated and accomplished Executive Assistant, demonstrated capabilities of managing multiple businesses with an emphasis in marketing, selling, building vendor and client relations. I have excellent problem solving and negotiating skills and offer administrative, management, and event coordination experience performed with a high degree of professionalism. I am highly skilled in communicating with all levels of management and am a well organized, detailed oriented self starter with the tenacity to help you attain successful results

ADMINISTRATIVE SKILLS

- Responsible for handling multiple calendars (5), scheduling appointments, meetings, conferences and travel arrangements for executives on a daily basis
- Scheduled and coordinated national travel, inclusive of air, ground, hotel and all necessary documentation for executives and upper management
- Demonstrated exceptional communication in all realms, face to face, teleconferences, email, and telephone.
- Accountable for preparing materials such as packets: marketing mailers, committee documents, employment contracts and agendas for School Board Meetings as well as taking official minutes
- Maintained and processed monthly expense reports for department staff
- Managed multiple tasks and consistently met deadlines on a timely basis
- Administrative skills to include: receptionist duties, scanning, faxing, preparing documents for meetings, providing support to upper management, sorting, filing, etc
- Taught and led a conversational Spanish Class for employees over an eight week course
- Coordinated and implemented the research of online accredited schools for current employees
- Managed calendar and scheduled appointments for health screening procedures as an active member of volunteer program in Mexico

MARKETING AND EVENT PLANNING

- Responsible for meeting with vendors and negotiating prices(\$3,000 - \$5,000), purchasing decorations, planning menu for company functions such as Christmas Party, Company Picnic (over 600 guests) on an annual basis
- Accountable for distributing invitations, handling all RSVPs, and providing head count for company events
- Managed the whole operations of planning and coordinating tradeshow participation for company exposure and development
- Worked with vendors, purchased marketing collateral for various functions related to trade shows, company functions, and personal business
- Planned and hosted open house/event gatherings to provide exposure for new company
- Created marketing flyers, business cards, logos, collateral and signage for various enterprises
- Solicited new business through marketing campaigns: cold calling, business card drop off, generating flyers at specific locations targeted for business
- Organized and planned field trips and educational activities for home school children
- Planned seasonal activities for home school children inclusive of guest speakers, training programs, and support groups
- Coordinated event for Women's Ministry program—House painting and beautification of location
- Planned and coordinated monthly meals at local church for fellowship (30-40) people

PROPERTY MANAGEMENT

- Responsible for managing 7 rental units in San Antonio and Amarillo, TX, handling all property details from home repairs to landscaping upkeep
- Prepared vacant tenant spaces for showing and conducted screening of viable applicants through telephone screens, background checks and credit checks
- Dealt with all residential inquires and monitored tenant compliant with leases
- Coordinated and hired contractors to assist with finish out, maintenance and other tenant home improvements
- Managed and oversaw home improvement projects ranging from electrical, air conditioning, to complete remodeling of restroom

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PAYROLL/ACCOUNTS PAYABLE

- Responsible for performing accounting functions including accounts payable, accounts receivable, bookkeeping and processing purchase orders (\$3,000 – \$7,000)
- Set up bank/electronic funds transfer reconciliation for new tenants monthly rent
- Accountable for payroll of employees: direct and contract labor
- Submitted expense reports on a monthly basis with detailed receipt information
- Bookkeeping and timekeeping duties

HOME SCHOOL ADMINISTRATOR

- Responsible for initiating home schooling program for children
- Developed Co-Op program and coordinated classes for over 30 home schooled children
- Organized all curriculum, prepared daily lesson plans, taught all materials/subjects
- Kept informed of and complied with state and school regulations and policies
- Attended all conferences related to Home School processes and procedures
- Maintained excellent records and transcripts

PROFESSIONAL WORK EXPERIENCE

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|----------------|--------------------------|-----------------------------|--------------------------|
| • 2008—Present | Senior Beauty Consultant | Mary Kay | San Antonio, TX |
| • 2002—Present | Small Business Owner | O'Brien Rentals LLC | Amarillo/San Antonio, TX |
| • 2001—Present | Small Business Owner | To The Glory Pottery | San Antonio, TX |
| • 1995—2009 | Teacher/Administrator | Home Schooling | Amarillo/San Antonio, TX |
| • 1994—1995 | Executive Assistant | Fritch ISD, | Fritch, TX |
| • 1985—1994 | Administrative Assistant | Southwestern Public Service | Amarillo, TX |

VOLUNTEER/CIVIC EXPERIENCE

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|----------------|--|-------------------|
| • 2009—Present | Active Volunteer of Aggie Moms Club | San Antonio, TX |
| • 2009—Present | Active Volunteer at Botanical Gardens | San Antonio, TX |
| • 2008—Present | Active Volunteer at Wayside Chapel Church | San Antonio, TX |
| • 2007—Present | Active Volunteer at Valero Texas Open | San Antonio, TX |
| • 2006—Present | Active Volunteer at Alamo Area Christian Educators, Inc. | San Antonio, TX |
| • 1990—Present | Translator/Staffing Coordinator ACT Ministries | Barbicora, Mexico |
| • 1994—2001 | Coordinator/Volunteer High Plains Christian Educators | Amarillo, TX |

COMPUTER SKILLS

- Proficient in MS Office Suite: Word, Excel, Power Point, Outlook, Internet Explorer, Apple Applications
- Proficient in conducting research online utilizing Internet Explorer, Google Searches, etc
- Typing 60 WPM
- Fluent in Spanish

EDUCATION

- Associates Degree Amarillo College, Amarillo, TX