

BRITNEY WILLIFORD

SUMMARY OF QUALIFICATIONS

- 10 years of successful experience working as an Administrative Executive Assistant in three different industries.
- Bachelor's Degree in Business Management.
- Work skillfully in high-energy, fast-paced environments; excellent problem-solver with outstanding negotiating skills.
- Endless amount of energy and able to integrate several different roles simultaneously.

EDUCATION AND TRAINING

BACHELOR OF BUSINESS MANAGEMENT ARIZONA STATE UNIVERSITY	2004 Tempe, AZ
LICENSED REAL ESTATE PROFESSIONAL ARIZONA SCHOOL OF BUSINESS AND REAL ESTATE	2004 Scottsdale, AZ
GRADUATE OF THE REALTOR INSTITUTE, GRI NATIONAL ASSOCIATIONS OF REALTORS	2005

PROFESSIONAL EXPERIENCE

ASSISTANT LOBBYIST Arizona Governmental Affairs	Feb. 2010-Present Phoenix, AZ
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Gretchen Jacobs, owner and CEO of Arizona Governmental Affairs, is a highly respected lobbyist in the state of Arizona.

- Represent clients by attending meetings at Legislature, documenting relevant information.
- Review legislative processes and bills relevant to clients' interests.
- Revise and coordinate schedules in regard to client meetings and legislative processes.
- Streamline office activities, systems and organization.

EXECUTIVE ADMINISTRATIVE ASSISTANT PERMANENT MAKEUP MASTERS	Aug. 2009-Mar. 2010 Scottsdale, AZ
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- Increased income potential by updating and re-organizing owner's marketing plan.
- Key correspondent involved with designing new products through a company in China.
- Developed reports detailing product shipment and placement.

EXECUTIVE SALE/ADMINISTRATIVE ASSISTANT March 2009	November 2008-
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AIRSTAR AMERICA

North Hollywood, CA

- Worked with the National Sales Manager for Film/TV.
- Developed customer quotes and sales for gaffers in the entertainment industry.
- Restructured client and vendor filing systems.
- Amended past-due accounts and implemented a system to reduce late payments due to disorganization.

EXECUTIVE PERSONAL/ADMINISTRATIVE ASSISTANT January 1999-October 2008
CANIGLIA FACIAL PLASTIC SURGERY/
DR. RONALD AND BONNIE CANLIGLIA
Scottsdale, AZ

- Restructured company's accounts payable/receivable, filing system and bill reconciliation.
- Was trusted with all financial information for business and household.
- Responsible for correspondence and scheduling of all appointments.

CHARITY INVOLVEMENT

WHISPER'S VOICE- *A non-profit organization created to educate people on the effects of prenatal drinking and Fetal Alcohol Syndrome*

BOARD MEMBER

January 2009- Present

TECHNICAL SKILLS

Microsoft Word, Microsoft Works, Microsoft Excel, Power Point, Access, ACT, Sirius, Quick Books, Quicken, ARMLS