

# BETSY A HOWARD

941/320-9257

Sarasota, FL 34232

3628 Lakewood Drive

## PROFESSIONAL PROFILE . . . . .

19 years office/secretarial experience.  
5 years media/graphic Design experience.  
Highly organized and dedicated with a positive attitude.  
Excellent written and interpersonal communication skills.  
Ability to work on multiple assignments and consistently meet deadline schedules.  
Proficient use of: PC/Mac, Corel Draw, Excel, Front Page, Illustrator, InDesign, Lotus 123, MLS, IRIS, PhotoShop, Powerpoint, Publisher, WordPerfect, Word, Quark, Quick Books, and Win2Data.

## PROFESSIONAL EXPERIENCE . . . . .

### Virtual Assistant ([www.BetsysDesktop.com](http://www.BetsysDesktop.com))

*Betsy's Desktop - Mar 01 to Present*

- ◆ Freelance/contract secretarial services, desktop publishing, graphic design.

### Production Artist

*Media Lynx, Inc. - Oct 00 to Mar 01*

- ◆ Pre-press book publishing utilizing Quark, Photoshop, Illustrator and Word. Design/layout of K-6 textbooks from manuscript, including creating technical art from editor specs.

### Compositor

*Sarasota Herald Tribune - Jul 99 to Jan 01*

- ◆ Pre-press department newspaper layout/paste-up of copy and advertising for five daily editions. Built front page color utilizing Mac applications Quark, Photoshop and Illustrator.

### Executive Assistant

*Beverly Health and Rehab Services, Inc. - Apr 97 to Jul 99*

- ◆ Layout and design of monthly group newsletter highlighting areas of achievement. Responsible for management of all office functions/support for group vice president and area office staff for twenty long-term care facilities on the West Coast of Florida. Managed accounts payable and payroll. Collected and organized data for census tracking. Maintained transportation, travel, and communication arrangements for staff.

### Administrative Assistant/Staff Recruiter

*Beverly Health and Rehab Services, Inc. - Feb 92 to Apr 97*

- ◆ Responsible for management of all office functions/support for group vice president and area office staff for 13 long-term care facilities in Kentucky/Tennessee. Managed accounts payable and payroll. Collected and organized data for census tracking, therapy usage, rate increase approvals, and annual budget reviews. Coordinated daily marketing communications to area hospitals. Responsible for recruitment in four long term care facilities to include: interviewing and referring applicants, coordinating with advertising media through creating and editing material.

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## **Office Manager**

*NASA Exchange/NASA/Kennedy Space Center - Feb 89 to Jun 91*

## **Office Manager**

*Beverly Enterprises - May 85 to Feb 89*

## **Secretary**

*Letcher County Board of Education - Aug 83 - May 85*

## **VOLUNTEER WORK** . . . . .

Sarasota Military Academy August 02 - Present

*Newsletter Editor*

*Yearbook Advisor*

Sarasota Ringling Redskins Football League - 97 to 03

*Business Manager - Braves Division / Cheyenne (97-99)*

*Business Manager - Warriors Division / Navajo (99-00)*

*Webmaster 02 - 03*

Sarasota School of Arts and Sciences Aug 00 - Aug 02

*PALS Coordinator*

*Webmaster*

## **REFERENCES** . . . . .

Upon Request.