

Michael Ducey's Resume

ACADEMIC EXPERIENCE

- My experience has been a result of earnest review of past skills as well as attending seminars, reading and subscribing to online tutorials too.
- Attended special formatting classes for Microsoft Word. Participated in Photoshop, Dreamweaver, Flash and Fireworks seminars conducted by some of the world's best, such as Bert Monroy, Scott Kelby, Helene Dilillo and Corey Barker.

PROFESSIONAL EXPERIENCE

ADMIN ASSISTANT/CONTRACT JOBS IN PORTLAND, OR

Oct 2004 to Sep 2009 — Portland Parks & Rec., Nike, Columbia Sportswear, and Standard Insurance

- Contractor at Portland Parks & Recreation, researching and creating valuable information for Hiring Managers. Handled upkeep of Organizational Chart (using Visio), along with PowerPoint presentations, book cover layouts in Photoshop as well as filling in at the reception desk.
- Scheduled meetings, ordered catering, kept calendars, set up audio/visuals, kept track of equipment and arranged for car service.
- Contractor at Nike Headquarters in Vendor Management working with Excel's VLookup Tables and filtering features to determine accuracy of shipping claims.
- Administrative Assistant with Nike's New Concepts Department aided in the layout and procurement of furniture, computer equipment, software and organization of this group.
- Aided Business Communications analysts to create and edit insurance forms for injured and disabled claimants at Standard Insurance.
- Arranged company catalog with InDesign and Excel on both MAC and PC.
- Communication Specialist with Standard Insurance involved preparing legal and medical forms for clients.

ADMINISTRATIVE ASSISTANT/CONTRACT JOBS/DESKTOP PUBLISHER IN NEW YORK CITY

Nov 2001 to July 2004 — Strategema, Office of Chief Medical Examiner, and Yeshiva University

- Expedited form processing for Electronic Data Interchange Company (EDI) as well as kept detailed account of clients and salesman activities
- Created logos, stationery, repaired photos, cropped photos and created brochures
- Updated databases and intranet

CONTACT INFO:

mikeducey@gmail.com

COMPUTER SKILLS

- Photoshop
- Illustrator
- Dreamweaver
- Flash
- CSS
- MS Office '95 — 2007
- Visio
- InDesign

TECHNICAL SKILLS:

- Scheduling & Tracking
- Analytical & Adaptable
- Editing & Proof Reading

PUBLICATIONS

1. My Published Articles:
2. Guitar Player
3. Guitar Techniques
4. Just Jazz Guitar
5. The Voice of Harlem

ADMINISTRATIVE ASSISTANT/CONTRACT JOBS/DESKTOP PUBLISHER IN NEW YORK CITY

Nov 2001 to July 2004 — Strategema, Office of Chief Medical Examiner, and Yeshiva University

- Expedited form processing for Electronic Data Interchange Company (EDI) as well as kept detailed account of clients and salesman activities
- Created logos, stationery, repaired photos, cropped photos and created brochures
- Updated databases
- Added to company Intranet

EXECUTIVE ASSISTANT

Aug 1997 to June 2001 — BTNA (British Telecom, North America)

- In charge of both setting up Audio and Visual Conferences
- Managed Time Tracking for all the departments, both in the United States and the UK
- Made use of graphics skill in designing flyers and added to Company intranet with Flash Animation
- The first two years with BTNA, I supported a sales staff of 16, answering multi-line phones, working on spreadsheets, correspondence and arranging meetings

PROFESSIONAL ACTIVITIES

WEB SITES (SELECTED URL's)

<http://michaelducey.com>

This is my personal website, where I have had an opportunity to show my writing skills, graphic skills, social networking skills and where an employer can get a good idea about who I am.

<http://www.jazzipedia.com>

Jazzipedia is a work in progress. Jazzipedia will aim to involve people in presenting their own stories, quiz their jazz knowledge, contribute ideas and pictures, sharing both new and old

February 2010