



Partition Specialties, Inc. San Rafael, CA 2005-2006  
Assistant Project Manager /Smoke Guard Division- Manage & coordinate field service calls, Assist project managers with new installations, presentation preparations, administrative duties, assist field installers with any office needs. Learned some of sales process and plan reading with hopes of moving up with Smoke Guard. Developed the implementation of a service maintenance program for Smoke Guard installed systems. (Based on preventative maintenance program that elevator companies use)

Michael Fagan & Associates San Jose, CA 2002-2004  
Consulting Intern: Project Management & Marketing Representative, Review contracts, and develop proposals for consulting sales and litigation support for attorneys and insurance carriers. Project Management, Manage customer relations and respond to inquiries for client risk management issues.

University of California San Diego 1996-2000  
Cancer Prevention Center Counselor and Administrator  
Counselor and provided telephone counseling and assistance for Behavior Modification Research and Data Analysis. Group Counseling Supervision and education. Administrative duties and day to day operations for cancer prevention center office.

#### Education

San Diego State University - Bachelor of Arts - Psychology 1993  
John F. Kennedy University- Master of Arts Counseling Psychology 2014

#### COMMUNITY SERVICE:

JFKU Holistic Counseling Center ~ Therapist 2014-2015  
Paradise Valley Hospital/ Psychiatric Dept. and recreational therapy. 1993-1994  
San Diego Youth & Community Services-Milieu Counselor. 1993-1994

#### Extracurricular activities:

Reading, Writing, Family, Friends, Charitable Activities, Health

#### Technical Skills:

Computer literacy and software skills and database knowledge. Microsoft Products, Adobe, Excel, and most related commercial office related systems.

#### REFERENCES

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##### PROFESSIONAL

- Santa Clara University - Jeff Charles Director of Facilities - jcharles@scu.edu
- University of California San Francisco - Christine Haas Sr. Counsel Capital Programs  
Christine.HaasGeorgiev@ucsf.edu
- NASA Ames Research Center Moffett Field CA Jesse Tellez Project Manager jesse.r.tellez@nasa.gov
- AC Transit Oakland CA Craig Michaels Project Manager cmichels@actransit.org
- Port of Oakland International Airport (OAK) Jim Donahue Port Engineer- jdonahue@portoakland.com