

**ELIA K. FISHER**  
**TELEPHONE:** (303) 953-2394  
**E-MAIL:** [eliafisher@yahoo.com](mailto:eliafisher@yahoo.com)  
**ADDRESS:** 4495 Cherokee Street  
 Denver, Colorado 80216  
**AVAILABLE:** Immediately



**OBJECTIVE**

To obtain employment under or within a title, department, or capacity that would benefit from my skill-set and prior aggregative experience with the overall intent to secure long-term tenure (15 years +) within your organization and enhance my department or division's output, performance, and earnings through one or more of (but not limited to) the following concepts, initiatives, or practical applications:

- Functional Benchmarking
- Entrepreneurial Tacticalism
- Talent Acquisition
- Team Building
- Creative Salesmanship
- Technology Implementation
- Lean Production
- Resource Recovery
- Motivational Leadership
- Innovative Cost Control

**CORE COMPETENCIES**

- Full-Scale Business Management
- Executive Support
- Office Management
- Sales
- Strategic Marketing
- Office Administration
- Bookkeeping
- Customer Service
- Business Development
- Compliance & Quality Assurance
- A/P & A/R
- Staff Supervision
- Customer Finance

**COMPUTER SOFTWARE PROFICIENCIES**

- Microsoft Word ('03 - '10)
- Microsoft Excel ('03 - '10)
- Microsoft Access ('03 - '10)
- Microsoft Outlook ('03 - '10)
- Microsoft PowerPoint ('03 - '10)
- Adobe Acrobat Pro
- Intuit QuickBooks Pro
- FileMaker Pro
- Mail Chimp
- Microsoft Publisher ('03 - '10)
- Nuance PDF Maker
- Adobe Illustrator
- Adobe Photoshop
- Adobe Premiere
- Google Sketch-up
- Quark Express
- Smart.net
- Google Chrome
- Internet Explorer

**EMPLOYMENT HISTORY**

**March 2012 – February 2013**

**Temporary Seasonal Assignments,**

**Various Companies (Property Management & Auto Sales Industries)**

**Locations: Denver and Lakewood, Colorado**

**Supervisor: Varied by Organization and Capacity**

*Job Responsibilities:*

Bookkeeping	Accounts Payable	New-Tenant Enrollment	Tenant Services
<ul style="list-style-type: none"> <li>• Account Reconciliation</li> <li>• Filing / Recording Deposit Receipts and Statements</li> <li>• Fund Transference</li> <li>• Account Balancing</li> <li>• Receipt Posting</li> <li>• Payment Posting</li> </ul>	<ul style="list-style-type: none"> <li>• Due-Amount Cross Referencing</li> <li>• Paper Check Generation</li> </ul>	<ul style="list-style-type: none"> <li>• Performing Background Checks and Verifying Rental Histories</li> <li>• Lease Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Dispatching Service and Maintenance Technicians</li> <li>• Key-Lock Duplication</li> <li>• Conflict Mediation</li> </ul>
	Accounts Receivable	Sales Support	Automotive Merchandising
	<ul style="list-style-type: none"> <li>• Preparing and Distributing Customer Statements and Monthly Invoices</li> <li>• Pursuing Delinquent Account Payments</li> <li>• Pay-Plan Negotiation</li> <li>• Collection Submittals</li> </ul>	<ul style="list-style-type: none"> <li>• Product Presentation</li> <li>• Data Capture Through Inbound Telephone and E-mail Inquiries</li> <li>• Transaction Facilitation</li> </ul>	<ul style="list-style-type: none"> <li>• Merchandise Photography</li> <li>• Composed Written Product Descriptions and Image Captions</li> <li>• Inventory Tracking</li> </ul>
HR Support			
<ul style="list-style-type: none"> <li>• Paycheck Generation</li> <li>• Payroll Tax Reporting</li> <li>• Wage Disbursement</li> </ul>			

**March 2011 – January 2012**

**Office Manager,**

**Metech Recycling**

[www.metechrecycling.com](http://www.metechrecycling.com)

**Location: Denver, Colorado**

**Supervisor: John Miller, Executive Vice President**

*Job Responsibilities:*

Office Management	Customer Service	Billing Support	Human Resource
<ul style="list-style-type: none"> <li>• Personnel Supervision</li> <li>• Staff Performance Evaluation Issuance</li> <li>• Staff Skill Development and Continuing Education Implementation</li> <li>• Facility Maintenance</li> <li>• Technical Writing of Policies &amp; Handbooks</li> <li>• Task Distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Client Interface</li> <li>• Quality Assurance</li> <li>• Conflict Resolution</li> <li>• ERP Database Management</li> </ul>	<ul style="list-style-type: none"> <li>• Billing, Invoicing &amp; Payment Posting</li> <li>• Accounts Receivable</li> </ul>	<ul style="list-style-type: none"> <li>• Recruiting</li> <li>• New-Hire Interviews</li> <li>• Skill Assessment</li> <li>• Staff Training</li> <li>• Benefits Administration</li> <li>• Employee Layoff &amp; Termination</li> </ul>
	Procurement	Logistics & Transport	Special Project Management
	<ul style="list-style-type: none"> <li>• Purchasing</li> <li>• Vendor Appraisal</li> <li>• Purchase Order Requisition</li> </ul>	<ul style="list-style-type: none"> <li>• Truck Scheduling &amp; Dispatch</li> <li>• Generation of Receiver Docs and Bills-of-Lading</li> <li>• Freight Service Bargaining</li> </ul>	<ul style="list-style-type: none"> <li>• Project Coordination</li> </ul>

**EMPLOYMENT HISTORY CONTINUED**

**February 2007 – March 2011**

**Director of Administration, Marketing, & Enrollment,  
Massage Therapy Institute of Colorado**

[www.mtic.edu](http://www.mtic.edu)

**Location: Denver, Colorado**

**Supervisor: Mark Manton, Executive Director**

*Job Responsibilities:*

Business Development	Marketing	Office Management	Executive Support
<ul style="list-style-type: none"> <li>• Predictive Modeling</li> <li>• Enterprise Resource Planning</li> <li>• Drafted Annual Report</li> <li>• Accreditation Compliance</li> <li>• Transcription and Legalese</li> <li>• Legislative Study</li> <li>• Peer Review</li> </ul>	<ul style="list-style-type: none"> <li>• Ad Design</li> <li>• Executed Various Marketing Campaigns</li> <li>• Affiliate Marketing Bid Negotiation</li> <li>• Crafted Press Releases</li> <li>• Prepared and Deployed Sales Associates to Expos Events and Expos</li> <li>• Organized and Updated Company Web Content</li> <li>• Orchestrated Open Houses</li> <li>• Intellectual Property Management</li> <li>• Data Interchange</li> </ul>	<ul style="list-style-type: none"> <li>• Supervised Various Departments and Office Administrators</li> <li>• Functional Benchmarking</li> <li>• Established Performance Metrics</li> <li>• Administrative Operations Management</li> <li>• Intern Sponsorship</li> <li>• Payroll Forecasting</li> <li>• Chaired and Organized Staff Meetings and Conferences</li> <li>• Office Supply and Technology Procurement</li> </ul>	<ul style="list-style-type: none"> <li>• Drafting Intermediary Correspondence</li> <li>• Notary Services</li> <li>• Travel Arrangement</li> <li>• Expense Management</li> <li>• Recording Board Minutes</li> <li>• Intelligence Gathering</li> <li>• P&amp;L Analytics</li> <li>• Financial Forecasting</li> <li>• Technical Writing of Manual and Handbooks</li> </ul>
Sales			Special Project Management
<ul style="list-style-type: none"> <li>• Developed / Implemented Sales Lead Process</li> <li>• Administered Buyer Contracts</li> <li>• Client Retention</li> <li>• Lead Prospecting</li> </ul>			<ul style="list-style-type: none"> <li>• Cost Analysis</li> <li>• Project Coordination</li> </ul>

**August 2005 - February 2007**

**Financial Aid Administrator, Registrar,  
Empire Beauty Schools**

[www.empire.edu](http://www.empire.edu)

**Location: Aurora, Colorado**

**Supervisor: Donna Hannum, Campus Director**

*Job Responsibilities:*

Customer Finance	Accreditation	Information Management	Career Placement
<ul style="list-style-type: none"> <li>• Piloted Loan &amp; Grant Applications</li> <li>• Internal Campus Audits</li> <li>• Entrance and Exit Loan Interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Gathered and Presented Statistical Data for Federal Demographic Assessment Surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Data Entry</li> <li>• Database Management</li> <li>• Processed Status Changes (withdraws, leaves &amp; graduations)</li> </ul>	<ul style="list-style-type: none"> <li>• Job Counseling</li> <li>• Placement</li> <li>• Mock Interviewing</li> <li>• Licensure Tracking</li> </ul>

**Nov. 2003 – May 2005**

**Academic Advisor,  
Denver School of Massage Therapy**

[www.denversmt.com](http://www.denversmt.com)

**Location: Westminster, Colorado**

**Supervisor: Tameron Powell, Registrar**

*Job Responsibilities:*

Academic Advising	Registrar Support	Client Retention	Statistic Tracking
<ul style="list-style-type: none"> <li>• Academic Counseling</li> <li>• More</li> </ul>	<ul style="list-style-type: none"> <li>• Scripted Record of Completions</li> <li>• Led New-Student Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Conflict Resolution</li> <li>• Crisis Intervention</li> <li>• Processed Complaints</li> </ul>	<ul style="list-style-type: none"> <li>• Charting</li> <li>• Attendance Enumeration</li> <li>• Statistical Presentations</li> </ul>

**Jan. 2000 – Nov. 2002**

**Administrative Support Specialist,  
Denver Public Schools**

[www.dpsk12.org](http://www.dpsk12.org)

**Location: Denver, Colorado**

**Supervisor: Pete Hergenreter, Executive Director**

*Job Responsibilities:*

Receptionary	File Keeping	Staff Announcements	Logistics Support
<ul style="list-style-type: none"> <li>• Managed Heavy Volume Telephone Switchboard</li> </ul>	<ul style="list-style-type: none"> <li>• Maintained Electronic and Physical Files and Records</li> </ul>	<ul style="list-style-type: none"> <li>• Issued Daily and Weekly Staff Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Supervised Transportation Manifests</li> </ul>

**PROFESSIONAL AFFILIATIONS, MEMBERSHIPS, AND ACTIVITIES**

Social Action for Transit.....	Organizer and Co-Chair.....	05/12 – Present
Front Range on Track.....	General member.....	09/11 – Present
Federal Boulevard Partnership.....	General member & active committee participant.....	03/10 – Present
Exquisite College of Health and Beauty.....	Business Advisory Board Member.....	10/08 – Present
Colorado Rail Passenger Association.....	Secretary.....	05/10 – Present
Transit Alliance.....	Citizen's Academy Alumni Group.....	09-08 – Present
CEC Middle College Business Management Course.....	Program Advisory Board Member.....	09/08 – Present
SUNI Planning and Community Development Committee...	Founding member and active participant.....	05/08 – Present
DFLA, Colorado Chapter.....	Secretary and Treasurer.....	03/08 – 09/09
Colfax Business Improvement District.....	Senior Business Commissioner.....	01/08 – 02/11
Sunnyside United Neighbors, INC.....	General member.....	07/07 – Present
Native Element Professional Network Assembly.....	Founding member.....	01/07 – Present
Native People's Political Alliance.....	Board member.....	08/04 – 12/04

# Massage Therapy Institute of Colorado, Inc

## Mailing Address

1441 York Street, Suite 301  
Denver, CO 80206  
303-329-6345  
Fax 303-321-7783



## Student Clinic

1441 York Street, Suite 301  
Denver, CO 80206  
303-329-0512  
Fax 303-321-7783

February 3, 2011

To Whom It May Concern:

I am writing to offer my wholehearted recommendation of Elia Fisher. For the past 4 years Elia has performed as an extraordinarily dedicated, loyal and hardworking Director of Administration, Marketing and Enrollment at MTIC. During this period Elia singlehandedly increased and stabilized enrollment at MTIC when MTIC was considering closing due to lack of enrollment. Due to Elia's experience and efforts with marketing and enrollment he was able to turn around MTIC in a moment of crisis and to then use that success to build an effective and expanded administration.

Elia's experience with customer finance was a tremendous asset as MTIC was in the beginning stages of establishing FSA. Elia developed and operated the loan administrator position and then filled that position with an outstanding employee.

Under Elia's guidance MTIC was able to expand administrative staff to include a Registrar, Financial Aid Administrator, Faculty Coordinator, Administrative Assistant, Clinic Coordinator and Clinic Manager. Elia also worked in concert with the Financial Administrator, Bookkeeper, CPAs, Auditors, Accreditation Agents and State Education officials. He was in charge of compliance for accreditation, financial aid and state approval. This required that Elia fill out numerous reports and federal and state forms and prepare for on site visits.

Elia stood up to immense challenges with a steadfast heart and clear head and continually impressed me with his business acumen and his devotion to the company.

Elia's passion for the business and for its success is reflected in everything he does for the company. He is always willing and eager to take on new projects and offer his time and energy over and above the typical work week requirements for the betterment of MTIC.

I believe that Elia will employ his passion for business, his dedication and his wide range of skills for the betterment of any company who is seeking an outstanding employee with multiple abilities.

Please feel free to contact me if you require any further information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Manton', written in a cursive style.

Mark Manton, Director MTIC  
[director@mtic.edu](mailto:director@mtic.edu)

## **REFERENCES FOR ELIA FISHER**

### **EMPLOYERS AND WORKPLACE SUPERVISORS**

John Miller  
Vice President  
Metech Recycling  
500 West 53<sup>rd</sup> Place  
Denver, Colorado 80216  
[jmiller@metechrecycling.com](mailto:jmiller@metechrecycling.com)  
720-377-7700  
(Current supervisor at Metech Recycling)

Mark Manton  
Director, Founder and Owner  
Massage Therapy Institute of Colorado  
1441 York Street, #301  
Denver, Colorado 80206  
[director@mtic.edu](mailto:director@mtic.edu)  
303-329-6345  
(Past supervisor at Massage Therapy  
Institute of Colorado)

### **PROFESSIONAL COLLEAGUES**

Ira Schreiber  
Bus Operator  
Veolia Transportation  
1550 Larimer Street, Unit 271  
Denver, Colorado 80202  
[ischreiber@aol.com](mailto:ischreiber@aol.com)  
303-324-9431

John Valerio  
Transit Planner  
Colorado Department of Transportation  
4201 E. Arkansas Ave., Shumate Bldg.  
Denver, CO 80222  
[john.valerio@dot.state.co.us](mailto:john.valerio@dot.state.co.us)  
C 303-345-5394, W 303-757-9769

Robert Rynerson  
Senior Lead Service Planner/Scheduler  
Regional Transportation District  
1600 Blake Street  
Denver, Colorado 80202  
[rw.rynerson@att.net](mailto:rw.rynerson@att.net)

Eugene D. Howard  
Former President  
Sunnyside United Neighbors, Inc.  
Denver, CO 80211  
[eugeneindenver@gmail.com](mailto:eugeneindenver@gmail.com)  
Telephone number available upon request

Marty Sedig  
Owner, Managing Partner  
Exquisite College of Health and Beauty  
Owner  
Fine Builders, LLC  
5140 South Federal Boulevard  
Littleton, Colorado 80123  
[marty@exquisitesalonandspa.com](mailto:marty@exquisitesalonandspa.com)  
303-703-1212

Lorraine Smith  
Director, Business Management Program  
CEC Middle College of Denver  
2650 Eliot Street  
Denver, Colorado 80211  
[lorraine\\_smith@dpsk12.org](mailto:lorraine_smith@dpsk12.org)  
720-423-6600

Erenne Schaffer  
Director of Admissions  
University of Phoenix  
3157 East Elwood Street  
Phoenix, Arizona 85037  
[islandgirlivr@yahoo.com](mailto:islandgirlivr@yahoo.com)  
720-982-5306

Helen Bushnell  
Sole Proprietor- Independent Online Media  
[www.trainstar.net](http://www.trainstar.net)  
[sunhelen@fastmail.net](mailto:sunhelen@fastmail.net)  
720-980-3408

Marsha Whiting  
Project Coordinator  
First Nations Institute  
351 Coffman St #200  
Longmont, CO 80501-5995  
[tasunka\\_numpa\\_win@yahoo.com](mailto:tasunka_numpa_win@yahoo.com)  
720.322.5911

Darius Lee Smith  
Director  
Denver Anti-Discrimination Office  
Agency for Human Rights &  
Community Partnerships  
City and County of Denver  
201 W. Colfax Ave. - Dept. 1102  
Denver, CO 80202  
[darius.smith@denvergov.org](mailto:darius.smith@denvergov.org)  
720-913-8459