

# BEATA MCKEE

Johnstown, CO  
972.989.4921  
mckeebeata@yahoo.com

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## EMPLOYMENT HISTORY

**Sales & Marketing Coordinator/Executive Assistant** **2/2012 to 10/2013**  
**Stephen Arnold Music** (*Music for Television Industry*) **McKinney, TX**

- Implemented effective protocols and procedures which improved employee efficiency
- Negotiated with tradeshow and advertising vendors, saving company thousands of dollars
- Helped President get organized, allowing him to have more time to devote to projects
- Created tracking spreadsheets which provided accurate and easy-to-find data for projects
- Notated all company meetings and prepared list of duties, resulting in accountability
- Promoted and given additional job duties on a regular basis, relieving others of their workload

**Project Manager/Executive Assistant** **10/2005 to 1/2012**  
**John Perez Graphics & Design, LLC** (*Oil & Gas/Graphic Design Industry*) **Richardson, TX**

- Created employee monitoring and tracking spreadsheets, increasing accountability
- Managed several technical multi-million dollar court cases as the sole PM from start to finish
- Successfully determined how to track project data and reduce employee errors
- Implemented ideas that resulted in increased revenue by 12% annually
- Effectively handled and resolved issues between staff and President as the liaison
- Built and managed client relationships through exceptional customer service
- Regularly promoted and recognized as an outstanding employee

**Financial/Executive Assistant** **04/2001 to 10/2005**  
**R-Delta Engineers, Inc.** (*Civil, Structural and Electrical Engineering Industry*) **Garland, TX**

- Relieved CFO of HR tasks, AP/AR, payroll and budget tracking
- Created company handbook for employees and brochure for clients
- Assisted engineers with proofing projects, saving company from critical and costly mistakes

## EDUCATION

- Mesquite High School – graduated in 1997 on the Advanced with Honors Program
- Eastfield Community College – various business courses between 1997 and 1999

## LANGUAGES AND SKILLS

- Polish as a second language
- MS Office suite – tested 95% accuracy in Word, Excel, PPT and Outlook (11/2013)
- Adobe – Photoshop, Acrobat
- Mac and PC platforms
- Internet - Safari, Explorer, Firefox, Chrome
- Type 65 wpm
- Knowledgeable in QuickBooks, Adobe Illustrator, MS Project, ACT! By Sage, and Filemaker Pro