

Pamela Androulidakis

Boulder, CO

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(720) 907-5625

Work Experience

Director of Operations

Rally Home LLC - Boulder, CO

September 2012 to January 2020

Facilitated and maintained all administrative duties including hiring appropriate candidates, payroll, promote customer satisfaction to encourage repeat business, and scheduled employees to maximize profits. Responsible for monitoring all client records and accounts. Cash management, processing of accounts payable and receivable. Reconciled bank account monthly, and provided assessments for potential new clients. Facilitated vendor relationships for purchasing, consistently maintained best in company cost of goods to budgeted goals, managed controllable costs to ensure adherence to budget guidelines and expectations, Created website and its content and maintained SEO. Initiated a series of marketing strategies including; direct mail, email and print. As a senior move manager: Worked successfully with older adults and their families to guide them through all aspects of downsizing, relocation, and/or aging in place. As caregiver Facilitated and hosted various events, activities, and outings for senior residence from various facilities, and performed ADLs and IADLs.

Independent Caregiver

April 2010 to August 2012

Duties included light and deep housekeeping, down sizing, organizational tasks, cluttering, and performed ADLs and IADLs,

Freelance Reporter

Boulder County Business Report

March 2008 to August 2010

Covered business related news throughout Boulder County at editor's request

Community Reporter

Berthoud Recorder - Berthoud, CO

February 2006 to 2008

Covered business related news throughout Larimer country at editor's request.

Lead Reporter Daily Times Call

Longmont Daily Times - Longmont, CO

April 2007 to June 2007

Temporary assignment) Hired to help build the editorial content of a four-page, five-day-a-week special edition of the Longmont Daily Times-Call published for residents of Frederick, Firestone, and Dacono.

Library Assistant

Berthoud Public Library - Berthoud, CO

August 2005 to April 2007

Assisted patrons in all aspects of library using Winnebago library operating system. Created numerous programs for seniors and those with physical impairment, such as the book delivery program. Facilitated Inter-library Loan program using Swift operating system. Assisted patrons and staff in all aspects of research as needed. Facilitated senior computer training class. Cataloging and managed audio/video collection. Prepared and maintained library accounts payable for monthly Library Board presentations. Billing and accounts receivable for overdue and/ or replacements on all library materials. Created monthly calendar of events and scheduled meeting room use. Ordered office supplies for daily library use. Basic troubleshooting and repairs on all library equipment, weeded as needed, shelved daily, and assisted in selections and acquisitions

Education

Master's in Health Psychology

Northcentral University - Scottsdale, AZ

Present

Bachelors of Science in Applied Psychology

Regis University - Denver, CO

A.A.S in Library Technician in Library Technology

Pueblo Community College - Pueblo, CO

Skills

- Account Reconciliation
- Cataloging
- Accounts Payable
- Search Engine Optimization (SEO)
- Library Services
- Event Planning
- Office Management
- Operating Systems
- Accounts Receivable
- Bank Reconciliation
- Human Resources

Certifications and Licenses

Certified Health and Nutrition Life Coach

March 2018 to Present

Assessments

Management & Leadership Skills: Impact & Influence — Proficient

May 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives.

Full results: https://share.indeedassessments.com/share_to_profile/7061586b659315f32a475fac3805a2e6eed53dc074545cb7

Sales: Influence & Negotiation — Proficient

May 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: https://share.indeedassessments.com/share_to_profile/b5119d1db5833cc03b876e2efd480329eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

In addition to undergraduate and graduate work, I have taken numerous classes / studies in:

Health transitions as people grow older

Financial and estate planning for older adults

Federal and state programs for retirement and healthcare, including

Medicare and Medicaid- Coverage Determinations, Appeals, and Grievances

Veterans benefits

Essential ethics for working with older adults

Quality of life choices for older adults