

LINDA HAMMOND

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EMPLOYMENT OBJECTIVES

I am currently seeking a part time to full time position as an administrative assistant, coordinator, research associate or receptionist.

PERSONAL PROFILE & QUALIFICATIONS

Highly Motivated Self Starter: Ability to quickly assess tasks and assignments, self driven and goal oriented.

Mission Focused / Task Oriented: Able to understand assignments and tasks and require little supervision.

Creative, Collaborative Style: Thoughtful and collaborative team player with strong multi-tasking skills.

EMPLOYMENT

MONARCH TREASURES ANTIQUES, LOVELAND, CO

2/2016 - Present

Owner

Monarch Treasures is a local antique nook. Duties include buying and selling of antiques.

HAMMOND INK ADVISORY, LOVELAND, CO

2/2016 – 7/2018

Administrative Coordinator

Served as administrative coordinator and organizer for my husbands consulting and Real Estate businesses.

SANDPOINTE FOUNDATION, WEST PALM BEACH, FL

6/2014 – 2/2015

Volunteer

Served on the volunteer board, reviewing future Foundation mission opportunities to provide relief-aid to those less fortunate in Haiti post the 2010 earthquake.

HOUSE OF NEIGHBORLY SERVICES, LOVELAND, CO

8/2011 – 10/2013

Volunteer

Volunteered at the House of Neighborly Services in the clothing department.

NURSES FOR NEWBORNS, ST. LOUIS, MO

7/2007 – 7/2011

Volunteer

Fundraiser and event coordinator.

COLORADO STATE PARKS & REC, LITTLETON, CO

8/2003 – 7/2007

Seasonal Customer Service / Vehicle Registration Representative

Handled incoming calls from customers seeking to register their recreational vehicles, secure tags and licenses and data entry.

ST. PAUL'S LUTHERAN CHURCH, ST. LOUIS, MO

6/1995 – 6/1997

Business Manager

Responsible for managing staff, calendar, facility management and vendor relations.

DILLARDS DEPARTMENT STORES, ST. LOUIS, MO

10/1993 – 5/1995

Retail Sales Associate - Infant Department

HAMMOND ASSOCIATES INSTITUTIONAL CONSULTANTS, ST. LOUIS, MO 1/1993 – 10/1993
Performance Analytics Assistant

Performed research and managed small client portfolios.

CREATIVE COMMUNICATIONS, ST. LOUIS, MO 1/1987 – 1/1993
Administration Officer

Vendor relations, accounts receivables, account payables and scheduling.

SEIKO TIME CORPORATION, EL SEGUNDO, CA 7/1982 – 12/1984
Merchandising Coordinator

Responsible for quality and inventory control, and managed their Duty Drawback project.

CHESS KING CLOTHING, TORRANCE, CA 7/1981 – 7/1982
Assistant Manager

Responsible for retail floor, scheduling and sales associate supervision.

DR. GIBB DDS, COLUMBIA, MO 8/1979 - 5/1980
Office Coordinator

Phone receptionist responsible for scheduling patients and accounts receivables.

STEPHENS COLLEGE, COLUMBIA, MO 8/1977 – 5/1979
Library Assistant

Duties included shelf-reading, student assistance support, research and checking literature in and out.

EDUCATION

STEPHENS COLLEGE, COLUMBIA, MO - BA IN BUSINESS ADMINISTRATION 1975-1979