

Annette Alexander



Facilitator For Hire

As a highly motivated, energetic, confident and trusted individual with exceptional multi-tasking and organization skills, I offer the benefit of over 30 years of progressive experience in multiple disciplines, working successfully for a diverse clientele. I possess the proven ability to meet client needs, ensuring confidentiality, discretion, tact, diplomacy and professionalism at all times. My verbal and written communication skills allow me to liaise in any circumstance and I have a vast local network in place to assure that your expectations are not only met, but in fact, exceeded.

Work Experience

- 1999 to Present *Independent contractor for private clients and retail businesses offering concierge service*
- 2002 – 2005 *Manager, **The French Bull Dog Café**, Summerland, CA*
- 1999 – 2004 *Office Manager/Head of Marketing, **Alison Jones Photography**, Summerland, CA & NY, NY*
- 1979 – 1989 *National Sales Manager/Owner **Aquatic Irrigation Systems, Inc**
Santa Barbara, CA & Phoenix, AZ - including design/installation of systems*
- 1972 – 1980 *Director of Personnel **American Hospital Supply Corp** Santa Barbara & Irvine, CA,
Anasco, PR - including national college recruiting & PR*

Skills and Competencies

- I have vast experience with legal, health and safety requirements/regulations in several industries including Restaurant/Food Service, Manufacturing, Photography, Employment and Horticulture
- I am competent to design and install complicated as well as simple low volume irrigation systems
- I am highly skilled in Apple products, applications and the Mac networking system
- I am goal and detail oriented and able to prioritize quickly and efficiently
- I have proven business acumen and problem solving expertise
- I have a record of refined level of concierge performance
- I have experience with “zero based” budgeting and large budget management
- I am a cancer survivor and a consummate student of health, nutrition and the food supply from farm to table

Academic Qualifications

Post-graduate work – UCSB

Various Certifications, Achievement Awards in Business, Industrial Relations, Human Resources Management, Low Volume Irrigation Engineering, Public Speaking and Corporate Management

More information and references available on line

Thank You

Saving Your Time Is My Business

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