

Paula Gray

Objective: I seek a position in a stable, growth company, whereby my good common sense, sound judgment and multi-tasking abilities can be utilized.

Skills Profile:

- Strong multi-tasking ability
- Expert in Microsoft Office
- Positive "Get It Done" attitude
- Problem abatement/resolution
- Advanced Microsoft Excel abilities
- Thrives in a fast paced environment
- Expert travel /meeting planner
- Experienced in Microsoft Outlook
- Strong organizational skill
- Extreme attention to detail
- Experienced in Microsoft Publisher
- Experienced supervisor
- Sound judgment
- Lightning fast learner
- Superb adult instructor
- Expert written and oral communicator
- Taught computer programs, SABRE & Apollo
- Excellence in customer service

Professional Experience:

Environmental Design, Inc.

November, 2000 to July 2008

Western Region-Purchasing/Dispatch/Administrative Assistant

- Handled the logistics & administration of Las Vegas Branch of mid-sized specialty construction company.
- Completed all materials purchasing and equipment rental dispatch for the western region.
- Sourced materials and products & qualified new vendors.
- Conducted all vendor correspondence, instruction and negotiation.
- Monitored goods & services for quality, on-time delivery / completion, and billing. Resolved vendor disputes.
- Handled new-hire paperwork, labor reporting, OSHA paperwork, MSDS paperwork.
- Travel arrangements for project managers as well as repositioning of

crews.

- Focused on all small or large tasks necessary to propel the company forward in every aspect of my position.

Director of Marketing

- Oversaw the development of the company brochure & new website.
- Developed print advertising & coordinated trade shows.
- Developed efficient client contact tracking log & updated client communication templates.
- Re-wrote proposal, bid, & presentation templates.
- Completed paperwork for bid proposals to government clients, as well as those for private entities.
- Instituted weekly progress meetings for upper/middle managers.
- Acted as Assistant to the President, scheduling meetings, arranging travel & orchestrating difficult logistics.
- Recruited to the company by its President.

Atlantia Design, Inc. (Wholly-owned subsidiary of Mirage Resorts)

Las Vegas, NV July, 1995 to November, 2000

Buyer, Purchasing Agent, Assistant Purchasing Manager

- Completed purchasing & related delivery and installation logistics as required for FF & E (furniture, fixtures & equipment) to build and remodel large casino-hotels.
- Negotiated overall savings of 3+ %.
- Wrote template for verbiage for perishable plant and large tree materials.
- Orchestrated salvage operations during remodel projects.
- Mitigated disputes between vendors and ownership.
- Problem abatement and resolution through efficient communication.
- Met and exceeded "on-time, under-budget" mandate at all times.
- Earned Employee of the Month award, February, 1999. Promoted twice, prompting the development of new position/title of Assistant Purchasing Manager. Recruited to division, from MIR Travel, (below) which was housed in the same building.

MIR Travel, Inc. (Wholly-owned subsidiary of Mirage Resorts)

Las Vegas, NV

November, 1993 to July 1995

Travel Administrator/Travel Agent

- Handled travel/transportation requirements for the corporation.
- Coordinated domestic and international air ticketing, hotels, car rentals, cruises, etc. including, buying trips for managers, inbound travel for exclusive clients, vacation travel for employees and executives.
- Responsible for training other agents on new computer

enhancements, correct procedure, and cash handling.

Education:

BA English Literature

- Liberal Arts Education in critical thinking.
- Served as Editor of Literary-Arts Magazine *Touchstone*, Three editions.
- Served as President of the English Club.