

TANYA MARTEN

917-463-4285

Tanyitska@yahoo.com

SUMMARY OF QUALIFICATIONS

- Exceptional computer and organizational skills;
- Excellent communication, writing and presentational skills and the ability to handle confidential information in a discreet & diplomatic manner
- Direct experience in entertainment, legal, financial, real estate, retail and non-profit industries;
- Pro-active independent work ethic with the ability to prioritize, multi-task, problem solve, and get things done in a high pressure environment;
- Adept handling of document production, phones, attorney time, billing, expense reports, travel arranging, meeting coordination and calendar management;
- Management experience includes recruitment, hiring, training, scheduling, and performance evaluation of staff and volunteers; and
- Masters from Brandeis University.

COMPUTER SKILLS

Proficient in All Microsoft Office Applications (PC & Mac): MS Word, Excel, PowerPoint, Outlook, Entourage & Publisher

Graphics/Web/Multimedia – Adobe Photoshop, Dreamweaver, DVD Studio Pro, Entourage, Final Cut Pro, Flash, Foxfire, FrontPage, HTML, Internet Explorer, MacMail, Outlook, Podcasting, Quark, QuickTime, Real Media, Safari, Sorenson Squeeze, Squirrel Mail

Other – Adobe Acrobat and Distiller, DOCS, DMS, Delta View, PC Law, Filemaker Pro, Quicken, QuickBooks Pro, WinFax Pro, WordPerfect, Xerox, Dictaphone, Script & Legal formats, Type 70-80wpm

PROFESSIONAL EXPERIENCE

Executive and Legal Administration

- Arranged and participated in hundreds of staff meetings and planning sessions.
- Daily administrative duties and management including: incorporation documents, filing, annual reports, board minutes, draft correspondence, update and distribute documents, contracts, business plans, stock certificates, corporate minute books, closing documents and binders
- Account balancing, budgets, billing, invoicing, monthly reports, statements, payroll, attorney time and expense reports;
- Developed organizational plans: set goals; creation and maintenance of organizational, filing and database office systems
- Facility and office management, including rental, staffing organizational units and vendor coordination
- Managed staff and volunteers at various organizations (hired, trained, scheduling and work reviews)
- Arrangement including technical setup of webcasts and web presentations
- Answered phones and made follow-up calls

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Marketing and Promotions

- Created, revised and implemented marketing plans and direct-mail timelines
 - Created newsletters (layout, design & content) and power point presentations
 - Researched, wrote and edited articles and information for in-house magazines, annual reports, brochures, promotional materials and websites
 - Grant research, grant writing experience including letters of intent, proposals and final reports
 - Coordinated, planned and implemented seminars, workshops, promotional & gala dinners and events, conferences and participation in trade shows
 - Public relations and advertising including: press releases, one-sheets, downloadable updates, promotional materials, weekly newspaper advertisements, web banners and direct mailings
 - Led and taught several marketing groups
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Website & Multi-Media

- Creation and maintenance of hundreds of pages (various sites including but not limited to www.jewishva.org, www.actors-rep.org, www.creativeacting.com) utilizing FrontPage, Dreamweaver and Flash, CSS and template components
 - Set-up and maintained domain registration, retail shopping carts, gateways, credit card services, membership database sites and customer service
 - Web marketing including search engine registration, webzines, cross-linking, egroups and enewsletters, Creation and management of downloadable content, streaming media, live webcasts and podcasts
 - Produced, directed & edited one, two & three camera digital video films for various companies (detailed production resume upon request)
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WORK HISTORY

Chapman and Cutler LLP, Legal Assistant, Chicago, IL (08/04-present)
Appropriate Temporaries, Administrative, Chicago, IL (03/03-08/04)
Actors Repertory Theatre, Managing & Marketing Director (2000-2005)
Tidewater Jewish Foundation, Assoc. Dir. of Marketing & PR, Virginia Beach, VA (2000-2001)
Salomon Smith Barney, New York, NY (1998-2000)
Creative Acting Company, Company Manager, New York, NY (1997-1998)
Walt Disney, Burbank, CA (1992-1996)
Bodhi Tree Bookstore, Manager, Los Angeles, CA (1991-1997)
Cine-Paris, Staff, Los Angeles, CA (1994-1997)
Personal Assistant to Author, Merrit Malloy, Los Angeles, CA (1990-1991)

EDUCATION

EDUCATION: M.F.A. - Brandeis University, 1990, On Scholarship
B.A. (Communications) - University of Maryland, 1986, T.P.A., & C.A.P.A. Scholarships

PERSONAL STRENGTHS: Organization, Management of Tasks and Employees, Prioritizing, Problem Solving and Troubleshooting. Learn new skills and software quickly. Good Self-Starter and Team Player.

REFERENCES:

Available upon request including recent performance evaluations and computer software test scores.