

# Michelle L. Henderson

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## Professional Profile

Highly skilled Project and Event Coordinator with proficiency in fund raising, evaluation, system design and problem solving. Ability to prioritize and accomplish project goals while meeting deadlines and budgets. Extensive knowledge of computer technology and business, graphic and web design software. Able to review and disseminate information using exceptional written and verbal communication skills. Self motivated individual with the ability to lead a team or work as a core team member. Strong interpersonal skills with the ability to build the trust of others with integrity.

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## Business Owner

**Mary Kay Cosmetics Business Owner – May 2005 – Present**  
*Independent Beauty Sales Consultant*

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## Project And Event Coordination Experience

**Smart Air Systems, Margate, Florida – October 2005 - August 2008**

### *Project Coordinator*

- Interfaced with project manager, technical personnel, vendors, and team members to coordinate the installation of large commercial air conditioning systems.
- Arranged submittals to vendors (Drawing, Document, & Material Submittal for endorsement)
- Procured permits from local city building departments and scheduled inspections.
- Issued purchase orders and ordered equipment and parts for all projects.
- Responsible for updating, tracking and controlling the projects deliverables and created a parts tracking system to ensure timely and accurate delivery of project equipment.
- Consistently met deadlines to minimize project overrun costs.
- Wrote proposals for our customers
- Created and maintained schedule of values billing for each project.
- Assisted accounts receivable and payables manager with monthly vendor statements and billing.
- Ensured all project documentation was accurate. Created close out manuals for customers at the completion of all jobs.
- Prepared and distributed agendas and coordination meeting minutes.

### **Plantation Junior Woman's Club, Member 2001 - 2008**

*Non-profit organization that raises money for the Make-A-Wish Foundation of South Florida, local charities, community improvements and college scholarships.*

- Executive Board Member, Officer, and Social Chairwoman
- Event Coordinator for our Annual Art in the Park community fund raising event for 2 years.
- Make-A-Wish Foundation Fund raising Committee
- Member of Social and Beautification Committee

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## Office Manager And Executive Assistant Experience

**Alix B. Landman, RD, MPH, CDE, LD/N and Associates, Inc., Plantation, Florida - March 2003 - July 2005**

### *Office Manager/Executive Assistant*

- Scheduled and coordinated meetings, interviews, appointments, events and other similar activities for nutritionists at both locations.
- Scheduled and greeted patients gathering sensitive patient information.
- Established, maintained, and updated files, databases, records, and other documents.
- Responsible for typing reports, memos and other correspondence.
- Coordinated with doctor's offices and insurance companies to provide all aspects of patient care.
- Purchased office materials.
- Received recognition for sensitivity toward patient needs.

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### **Plantation Cooling and Heating, Plantation, Florida – July 1997 – June 1999**

#### *Executive Assistant*

- Answered phone calls, concluded the nature of the calls and scheduled technician appointments.
- Dispatched service technicians
- Received delivered materials.
- Maintained filing system for completed jobs.
- Excellent interpersonal, communication and customer service skills.
- Responsible for opening and closing of office daily.

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### **Web Design And It Experience**

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#### **Flag Credit Union – September 2009 - December 2009**

##### *Marketing Specialist*

- Developed a marketing strategy and designed Print Ads for the MatriMoney® account.
- Researched ideas to market the Credit Union and presented ideas to the President.
- Designed posters, brochures, and print material.
- Updated and designed website content.
- Created Instructional pamphlets.
- Facebook blogger.
- Provided IT support.

#### **Tek Systems/Department of Corrections – June 2009 - September 2009**

##### *Web Developer – Contract Position*

- Maintained and updated the Department of Corrections intranet and extranet website.
- Designed and maintained webpages with Adobe Dreamweaver.
- Designed and updated posters, annual report cover, maps and print material using Adobe Photoshop and Illustrator.
- Reviewed in-house computer applications for ADA compliance usability.
- Updated the content for the weekly eNewsletter - “Correctional Compass” and “eNews”.

#### **City of Plantation Police Department, Plantation, Florida - July 2000 - June 2001**

##### *PC Support Technician*

- Provided support to End Users troubleshooting hardware, software and peripheral equipment problems.
- Installed, configured, upgraded and maintained hardware, peripherals, and application software.
- Maintained network integrity, connectivity, and security.
- Maintained Microsoft Exchange Server and user profiles in domain.
- Developed lesson plans and trained end users on computer equipment and software.

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### **Education**

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**Bachelor of Science in Sociology with Minor in Business** - Florida State University, Tallahassee, Florida - 1997

**Keiser College** - Ft. Lauderdale, Florida - A+ Certified PC Technician, MCP Certified, MCSE Courses Completed – 2000

**Lively Technical Institute** – Tallahassee, Florida – Web Design – Completed course work: HTML, CSS, Adobe Dreamweaver, Photoshop, Flash. For examples of my Web Design work please visit my website.

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### **Internship**

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#### **Florida State Senate, Tallahassee, Florida - 1997**

##### *Assistant in State Senator Howard Foreman’s office*

- Tracked pending legislation, monitored committee meetings and floor sessions, researched specific issues, and sorted incoming mail according to constituents' needs.