

Maria Salerno

4756 Cashew Lane
Sweet Briar, Missouri 99000
999-555-3456

Summary of Qualifications

9 year's experience in office management and the fashion industry. 10 years as an officer or committee member for a not-for profit organization. A thorough, conscientious and hard worker who meets deadlines and gets the job done. Works well with other including management, peers and the public.

Professional Experience

Salesperson/Store Manager (Part-time) 1-1/2 years
Propaganda Boutique, **(top-of-the line woman's clothing)**

- **As assistant buyer, went to showrooms, selected clothing and accessories.**
- **Managed the store. Dealt with the public. Handled complaints.**

Office Manager 3 Years

Mirco-Ohm Corporation
Office Manager for a 30-person company.

- Kept books, did the payroll, answered the phones
- Regular contact with clients and employees. Worked closely with the president.

Bookkeeper Department 2 years

Lansing Knitwear (Also modeled clothing) 3 years
Chase Manhattan Bank

PTA 1976 to present

Over the course of 13 years, served as Vice President and on every Committee.

- Received **Certificate of Appreciation** for outstanding service and dedication.
- As **Vise President** (2 years)
- Substituted for the President. Attended the Board meetings of all Committees.
- With members of the **International Committee,**
- **Researched foreign countries.** Visited consulates. Recruited speakers.
- **Held special events** to represent each country to the students. Served foreign foods, handed out flags, had dancers, or did whatever else was appropriate for that country.
- As a member of other committees,
- **Recruited various speakers** to address the students.

- These included a nutritionist, a compute expert, a Chinese cook, experts on drugs and alcohol abuse, and so on. Also had **State senators and representatives** come in to address parents' concerns.
- As PTA Liaison, regularly meet with the Principle, Department Heads, and faculty members. Meetings are held to update the PTD, and to ask questions of the faculty.
- Serve as a delegate to other schools as a representative of the PTA.

Fluent in Italian, Familiar with Spanish