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| Cheryce haddad19830 Irongate Court, Northville, MI 48167 · (734)-552-2121Cheryce.Haddad@yahoo.com · www.linkedin.com/in/cheryce-haddad-73608881 |
| Dedicated and hardworking individual with exceptional project management; superb verbal and written communication skills in English and Spanish; and effective time management proven to be beneficial for productivity. |

# Experience

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| May 2013 – presentChapter Activies Coordinator, American concrete instituteCommittee Staff Liaison * Schedule the meetings
* Develop meeting agenda and exhibits in addition to minutes post meeting

Translate Documentation* Email communications
* Promotional
* Manuscripts

Annual Reports* Development of electronic submission
* Coordination and decimation of data for executive review

Awards Program Logistics – Excellence in Concrete Awards* Inherited the program in the middle of its X year and program grew by X submissions.
* Attendance has grown by XX
* Development of concept of theme
* Collaborate with marketing and videographer to create marketing collateral and messaging to promote sales, solicit participants, script development, and articles for press releases.
* Award creation and development
* Coordination of awards program:
* Develop and maintain onboarding process for participants and judges in Open Water.
* Conduct training sessions through GoToMeeting for participants, judges and committee.

Administrative* Process renewals
* Submit expense reports
* Data entry

Social Media Correspondence* Facebook
* Instagram
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# Work History

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| September 2008 – May 2013\* Manager, benihana, Troy, MI\* Started as hostess and worked my way up to Manager, with General Manager responsibilities.February 2009 – Novembeer 2011Zumba Instructor, Dance Academy, westland, MIJune 2011 – October 2011Zumba Instructor, Fitness USA, Taylor, MIFebuary 2008 – May 2008Position was not listed, American Community Mutual Ins., Livonia, MIMarch 2010 – Septembeer 2011Bilingual Redemption Specialist, Company Name, City, MI |

# Education

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| 2004 – 2005Bachelor of Arts, Wayne State University, Detroit, MIMajor – Vocal PerformanceMinor – Foreign Language (Spanish) |
| 2005 – 2006Bachelor of Arts, SchoolCraft Community, Livonia, MIMajor – Massage TherapyMinor – Foreign Language (Spanish) 20XX – 20XXBachelor of Arts, Ashworth University, Detroit, MINutrition, Health & Science |

# Skills

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| * Manger/Supervisor
* Project Manager
* MAS200, BAAN, TIMSS, Personify, Open Water, Lotus Notes, Great Plains, Impromptu, DNN, FTN, SVN, & Aloha
 | * Multi-tasker
* Microsoft Suite
* Dreamweaver
* Certified in CPR
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REFFERENCES AVAILABLE UPON REQUEST