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| Cheryce haddad  19830 Irongate Court, Northville, MI 48167 · (734)-552-2121  Cheryce.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 institute Committee 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, MI Major – Vocal Performance  Minor – Foreign Language (Spanish) |
| 2005 – 2006Bachelor of Arts, SchoolCraft Community, Livonia, MI Major – Massage Therapy  Minor – Foreign Language (Spanish)   20XX – 20XXBachelor of Arts, Ashworth University, Detroit, MI Nutrition, 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 |

REFFERENCES AVAILABLE UPON REQUEST