

STACY BREWER

PROFILE:

Nice to meet you! As you will see below, I am upon some exciting times! I am wrapping up my studies to earn my Masters in Instructional design from George Mason University. I am seeking an exciting opportunity that will be the cornerstone to develop not only my education but also expand my horizons professionally.

EDUCATIONAL BACKGROUND:

- Currently attending (Part-Time) GEORGE MASON UNIVERSITY for a **MASTERS** degree for *Instructional Design Technology*, expected graduation by Spring 2010. Graduate Certificate earned for *E-Learning* Spring 2009.
- RADFORD UNIVERSITY walked May of 2006, Completed December 2005 Radford, Virginia **B.A.** in *Communications*, with a concentration in *Public Relations*. Fluent in *Spanish*

PROFESSIONAL BACKGROUND:

CASSIDY & PINKARD COLLIERS

January 2008- Present

Graphics Specialist and Leasing Administrator

Gaithersburg, Maryland

- Provide full range of administrative and graphics support for the Maryland Leasing Department.
- Type and design general correspondences, memos, charts, tables, graphs.
- Proofread copy for spelling, grammar and layout, making appropriate changes; responsible for accuracy and clarity of final copy.
- Design and produce attractive marketing materials such as: flyers, lease proposals, email blasts, invitations, announcements, proposals, pitches, presentation boards, aerials.
- Production and assembly for mailing of flyers, brochures, and mass marketing pieces.
- Design and produce interactive presentations for prospective clients using: market and property data, photographic and drawn graphic images, internet graphics, demographic and financial graphs, organizational charts, lease comps, stacking plans, maps, etc.
- Produce stacking plans for building exclusives; update tenant placement as changes occur.
- Scan and/or retouch floor plans, photographs and other materials as needed.
- Organize and/or assist with Broker functions such as breakfasts, luncheons and special events.
- Organize, update and maintain supply of marketing materials (brochures, flyers, floor plans) for exclusive building listings.
- Run CoStar reports and building surveys to compile information for building tour brochures.
- Track expenses for projects
- Provide backup phone coverage for receptionist's breaks and lunch hour on a rotating schedule.
- Assist with office operational tasks, such as supply ordering, calling for service on office equipment and ordering breakfasts/lunches.

NATIONAL STUDENT CLEARINGHOUSE

August 2006 – Dec. 2007

Communication Generalist

Herndon, Virginia

- Assisted the Graphics Designer, Web Master and Director of Marketing Communications with the design of product and other materials.
- Supported business-to-business client communications and marketing efforts.
- Acted as liaison between product management/operations and application development staff.
- Produced clear, concise documentation and associated materials related to product and system enhancements for web-based products.
- Wrote, edited and proofread all collateral.
- Provided trade show support for regional directors; including planning, packing and shipping of trade show materials.
- Managed and maintain internet and intranet sites with SharePoint.

PROFESSIONAL BACKGROUND CONTINUED:

SPECTRUM GROUP, LLC
February 2006 – August 2006
Staffing Consultant
McLean, Virginia

- Worked in a team to recruit potential candidates for contract and permanent positions.
- Conducted interviews with potential candidates first by phone and then face to face.
- Created and updated contact database for active clients and candidates.
- Sourced and researched organizations to establish initial contact for business development.
- Cold called into local organizations to establish business relationship and to obtain job orders.
- Managed business accounts and maintain business relationships with clients.
- Made first permanent placement within the first month of working.

INTERNATIONAL APPAREL
May 2004 – August 2005
Assistant to Vice President (seasonal)
Fairfax, Virginia

- Worked in team to coordinate and operate company booth as a representative at trade shows.
- Assisted with sales by: organizing sales book, managing account books, and progress reporting.
- Participated in marketing projects in launching new products.
- Managed meeting and events calendar.
- Prepared invoicing and inputted data into the General Services Administration (GSA).
- Set up a contact database.

CORPORATE IDENTITY
May 1999 – August 2002
Administrative Assistant (PT)
Springfield, Virginia

- Organized and managed the computer invoice system.
- Answered customer concerns.

TECHNICAL SKILLS:

Proficiency in: Microsoft Word, Excel, Access, PowerPoint, Publisher, Visio, Outlook, FrontPage; Windows, NT, XP, 2000, ME, 98; WebCT; HTML; Adobe Photo Shop, Captivate, InDesign, ImageReady, Designer, Bridge; Maximizer Enterprise; SnagIt 8; Ulead; Contribute; WordPerfect; Microsoft Money; QuickBooks; SPSS Data Analysis; WinSearch; Macromedia; Dreamweaver; WSS 3.0 (SHAREPOINT) Site Manager Training; Macromedia Dreamweaver; Adobe Flash; Adobe Connect; Adobe Captivate 2, 3 and 4; Grammar and Proofreading (extended education)

TECHNICAL SKILLS:

Eastern Communication Conference Excellence Award for a research paper. Presented research at conference in Pittsburgh, PA

EXTRA CURRICULARS:

Invasive Species Removal (Volunteer) – April 2009
Radford University Women's Golf Team (Captain) August 2002 – May 2006
Contestant Services for the Booz Allen golf tournament (Volunteer) June 2004 and June 2005
Sunrise Valley Retirement Center (Volunteer) September 1999 – August 2002
Gala Event Planning for Fairfax County Basketball Assoc. (Volunteer) June 2005 and 2006

ADDITIONAL INFORMATION:

References available upon request.

I welcome you to explore my website: <http://mason.gmu.edu/~sbrewer/>