

# VICKIE SALVO

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## EXECUTIVE / BUSINESS ASSISTANT & ACCOUNTANT (CERTIFIED QUICKBOOKS PROADVISOR, 2011)

*Small Business Management ~ Administration ~ Accounting ~ E-Commerce*

Extremely organized executive assistant & small business consultant. Astute, results-oriented business professional with proven success in assisting executives and small business owners by providing administrative, accounting, managerial, marketing, website design, and customer-oriented services online, by fax, and by phone (and, occasionally, in person). Honest, hard-working, highly-motivated, detail-focused individual with additional expertise in:

- Small Business Management
- E-commerce (incl. website and eBay sales & purchases)
- Office, website, and email administration
- Social Networking (Twitter, Facebook, LinkedIn, WordPress)
- Search Engine Marketing (SEM)
- Client customer/member services & correspondences
- MS Office Software titles (incl. Word, Excel, PowerPoint, Publisher, Outlook, & Front Page)
- Document/form creation & editing
- The English Language
- Adobe Dreamweaver
- Intuit QuickBooks (Certified ProAdvisor)
- Project Management - leading project groups, supervising others
- Locating ideal business goods & services suppliers
- Supervising in retail & online settings
- Database management
- Internet research
- Business ethics
- Running a consumer-centric business
- 'Going paperless'

----- PROFESSIONAL EXPERIENCE -----

**THE INTERNATIONAL SOCIETY OF DIVERSITY AND INCLUSION PROFESSIONALS (ISDIP)**

(Carey, NC; [www.isdip.org](http://www.isdip.org))

**MAY 2011 - PRESENT**

*Serves the CEO & Founder, Dr. Cassandra Caldwell, as her Executive Assistant. ISDIP is an organization catering to Fortune 500 companies' Diversity and Inclusions Directors & others. It is the first comprehensive professional association that spans across industries and across public and private sectors. ISDIP views diversity and inclusion through a comprehensive lens that includes four strategic pillars: organizational development, supplier diversity, workforce diversity, and community engagement.*

***Current Duties:***

- communicating with & assisting sponsors, advisory board members, regional directors, and organizational members (as well as LinkedIn group members).
- scheduling meetings, travel itineraries (including flight & other reservations)
- managing members-only site content and membership questions, communications, & database.
- various administrative tasks.

**RESEARCH ROCKSTAR** (Massachusetts; [www.ResearchRockstar.com](http://www.ResearchRockstar.com))

**FEB 2010 - PRESENT**

*Serves the owner, Ms. Kathryn Korostoff, as her accountant and virtual administrative & marketing assistant. Research Rockstar is a market research company.*

***Current Duties:***

- setup and manage QuickBooks Online account, enter transactions for current year (ongoing)
- account for past year's taxes in MS Excel
- assist with general administrative tasks (doc prep, editing, various other tasks)
- assisting with social networking efforts (incl. Twitter, Facebook, blogs, article & bookmarking sites)

**THE SMALL BUSINESS OFFICE** (Vermont; [www.TheSmallBusinessOffice.com](http://www.TheSmallBusinessOffice.com))

**2004 - PRESENT**

*Created website to market professional business services online. Serve clients with their company's best interests in mind and ethics as a top priority.*

***Small Business Owner's Duties:***

- locate potential clients, bid on jobs, perform client services
- create and administer website and email accounts
- accounting & tax returns for this business
- market services using online and other marketing techniques (like promo items, advertisements, flyers/pamphlets, etc.)

**TAX PREPARER** (Vermont; [www.TheSmallBusinessOffice.com](http://www.TheSmallBusinessOffice.com))

**2005 – APRIL 2011**

*Has filed many personal and small business income tax returns. Registered as an IRS Tax Preparer in 2005, but performed many filings for friends and family members prior to registering. Began learning about tax forms at the age of 14 (thanks Dad!).*

***Self-Employed Tax Preparer's Duties:***

- collect income and expense statements (incl. W2s, 1099s, and misc. financial statements) as a legal representative (with power of attorney) or accountant of my clients
- work throughout the year as a tax-focused accountant for some of the current clients
- file (and/or revise) current and past income tax returns for individuals and small businesses

**CONVERTER GUYS** (Vermont; [www.ConverterGuys.com](http://www.ConverterGuys.com))

**2006 – JAN 2011**

*Served the owner, Mr. Tim Crosby, as his accountant and business assistant/advisor. The Converter Guys work to keep the environment clean by recycling old catalytic converters and other scrap metals.*

***Accountant's Duties:***

- administer business bank accounts
- perform on-site inventory check-ins
- record all expenses, revenues, etc.
- create financial reports
- prepare year-end taxes, pay quarterly taxes
- provide financial advise

***Business Assistant's Duties:***

- assist with supplier selection
- assist with marketing decisions
- document creation
- provide business advise
- website design
- assist with legal filings

**HARMANI** (Philadelphia, PA; Tokyo, Japan; [www.harmani.com](http://www.harmani.com))

**2005 - 2007**

*Serves the CEO, Mr. Horace White, as his (Virtual) Lead Executive Secretary and several students as their (Virtual) tutor of English as a Second Language (ESL) and math – all via the internet and an occasional phone call. Harmani is an educational institution providing educational, technological, and translating services to students all over the world (via telecommunications or in person in Tokyo or Philadelphia).*

***Lead Executive Secretary's Duties:***

- provide administrative assistance to CEO by communicating and working with him on an almost-daily basis
- communicate and work with personal secretary to get jobs done more efficiently
- lead project groups
- document (business letters, forms, sales materials, etc.) creation & editing
- webpage editing
- website and email administration
- create podcasts and emailed TOEIC Reviews for ESL students
- create job ads as needed, review applications received, and recommend applicants to the CEO

***Math & ESL Tutor's Duties:***

- ESL Workbook Author
- create lesson plans, curriculums, and individuals learning plans
- edit and provide feedback on written assignments
- communicate online with students via Skype and other online chat & discussion software and web programs (like Blackboard)
- report back to CEO, parents, and business executives that work with my students regarding their progress and potential needs

**CROMWELL, MORGAN** (New York; [www.CromwellMorgan.com](http://www.CromwellMorgan.com))

**2004 - 2006**

*Served as the (Virtual) Executive Secretary to the CEO, Mr. George G. Janis via the internet, postal mail, and the telephone. Cromwell, Morgan is a mergers & acquisitions company that also has a subdivision that deals with race horses (Cromor Stables). Mr. Janis is a retired judge & practicing attorney.*

***Executive (Legal) Secretary's Duties:***

- email and website administration
- document creation & editing (including legal documents)
- transcribe conference call conversations
- perform misc. assignments as needed

**OTHER JOBS TITLES HELD** (New York)

- retail store supervisor
- pharmacy technician
- glucose meter salesperson and testing demonstrator

----- **REFERENCES** -----

**HORACE C. WHITE**, CEO ([www.Harmani.com](http://www.Harmani.com)).  
Email and phone number available upon request.

**KATHRYN KOROSTOFF**, Owner ([www.ResearchRockstar.com](http://www.ResearchRockstar.com)).  
Email and phone number available upon request.

**DR. CASSANDRA CALDWELL**, CEO & Founder ([www.ISDIP.org](http://www.ISDIP.org)).  
Email and phone number available upon request.

----- CERTIFICATIONS, ETC. -----

- Certified QuickBooks ProAdvisor (2011, 2010, 2009, 2006, & 2005)
- Registered as an IRS Income Tax Preparer (2005- April 2011)

----- EDUCATION -----

**SOUTHERN NEW HAMPSHIRE UNIVERSITY**, Manchester, VT ([www.snhu.edu](http://www.snhu.edu))

Associate in Science, Accounting, January 2006 (GPA 3.882)

Associate in Science, Business Administration, May 2006 (GPA 3.893)

Bachelors in Science, Accounting & Finance, January 2008 (Completed Oct '07) (GPA 3.86)

- Degree programs completed via distance education courses online.
- All 3 degrees awarded with Highest Honors; graduated Summa Cum Laude.
- Inducted into an International Honor Society for Business Majors (Delta Mu Delta) (2005)

----- MISCELLANEOUS -----

For more about me and my computer skills & office's capabilities, please visit  
[www.TheSmallBusinessOffice.com/about.htm](http://www.TheSmallBusinessOffice.com/about.htm).

Please feel free to surf my site while you're there for more details on the services that I provide and more!

You can also find me on LinkedIn: [www.linkedin.com/in/vickiesalvoexecutiveassistant](http://www.linkedin.com/in/vickiesalvoexecutiveassistant)