

Andrea Huysing

206.769.0924

OBJECTIVE

Seeking an opportunity to utilize my project management, creative and entrepreneurial skills for an innovative company.

SKILLS

- Experience developing and managing multimedia projects start to finish budgeting time for design, development and deliverables.
- Excellent organizational and multi-tasking skills while maintaining attention to priorities, detail and deadlines.
- Exceptional communication with small and large groups of clients, staff, colleagues and team leaders.
- Self-motivated and enthusiastic collaborator on team-based and individual creative projects.
- Superb networking talent with proven ability to cultivate and maintain excellent customer relations.
- Motivated to learn new methods and procedures, adapting easily to various software programs.
- Practiced and comfortable planning personal and company travel arrangements.

PROFESSIONAL EXPERIENCE

Account & Project Management

- Streamline project production process including writing proposals, budget tracking, project timelines, scheduling client and internal meetings, billing and collection.
- Experienced liaison between clients and internal producers, ensuring project efficiency, team communication and timely, on- strategy deliverables.
- Locate and develop prospective clientele by conducting pitches, presentations and follow-up business development calls.
- Hire and manage new employees, subcontractors and freelancers for project success.

Office Management & Administrative Support

- Provide administrative support to multiple executives including calendar management, travel, meeting and event arrangements, email and letter correspondence and expense reports.
- Manage patient scheduling, insurance billing, collections, phone calls, scanning, filing, patient coordination and education.
- Achieve record breaking production and revenue office management.
- Cultivate and plan corporate and small social events and art instillation openings at galleries and businesses.
- Facilitate organization of involvement at conventions, trade shows and office demonstrations.

Software Instructing

- Teach the utilization of practice management and various office, clinical and design software programs.
- Educate in maneuvering industry websites for economical research and reference.
- Design and present instructional courses for doctors and staff members for increased productivity and efficiency.
- Perform continuous development training for new and present employees.

Multimedia Design

- Provide complete website services and layout design for small businesses, restaurants and dental offices, including secure online registration, URL registering, ISP and email account set-up.
- Present, design, produce and manage multiple graphic, extranet, intranet and logo projects for independent and company clients.
- Create printed material and PowerPoint presentations for client advertising, meetings and company trade shows.

EMPLOYMENT

1996 - 1999, 2005 – present: Office Manager and Web Developer, Issaquah Dental Arts, Issaquah, WA

2001 – present: Proprietor, Web Developer and Photographer, Andrea Designs, Seattle, WA

2002 – 2006: Independent Certified Software and High-Tech Trainer / Instructor, Dentrix Dental Systems, American Fork, UT

2001 – 2002: Marketing Coordinator and Independent Certified Software & High-Tech Trainer, HCS, Tacoma, WA

2000 – 2001: Multimedia Producer and Coordinator, Girvin | Strategic Branding & Design, Seattle, WA

1999 – 2000: Executive Assistant and Intranet Developer, ImageX.com, Kirkland, WA

EDUCATION

2001 Dentrix Certification Course, American Fork, UT

1994 - 1996 University of Washington, Seattle, WA

TECHNOLOGY

Project Management

Project

Visio

Database

Goldmine

Act

Onyx

Semaphore

File Maker Pro

Access

Office

Outlook

Word

Excel

Internet Explorer

QuickBooks

Design

Photoshop

Dreamweaver

Illustrator

Freehand

Fireworks

GoLive

ImageReady

Acrobat

PageMaker

PowerPoint

FrontPage

Publisher

Languages

HTML

Simple CGI

Basic SQL

JavaScript

CSS

PGP

Operating Systems

Windows

Macintosh

CLIENTS

Emerald City Medical Arts

Ricochet Investments, LLC

The Capitol Club

Regalis, Inc.

Symmetry Physical

CeaseFire Foundation

Infusion Center

Ten Mercer

Joseph Mecca, DMD

Barry, Mulick & Associates