

# ANDREA HUYSING

206.769.0924

Human Resources Director:

A jack of all trades and not afraid to show it, I have over 5 years experience with project and account management and over 8 years experience with client services, administrative support and marketing functions. In my current position I am responsible for all communication between our technology clients and design team. I have extensive experience in client requests and budget tracking while delivering quality customer service. I enjoy all aspects of account management and especially thrive on cultivating and maintaining relationships. I am accustomed to working on multiple accounts simultaneously and prefer to be very proactive with my clients and coworkers. I have over 3 years experience owning my own web design and photography company as well and know my additional background in multimedia, software training and office management will be a great addition for this role. I am motivated, enthusiastic and truly excited to utilize my drive for an innovative company.

Though I very much enjoy my current team at Personify Design, I wish to work with a more established firm where I will learn, grow and contribute my diverse skills and talents. Give me a chance and I'll prove to be your newest asset!

Please review my attached resume, let me know if you have any questions and when we can speak further about the account manager position. I'd love to see your offices and meet the team!

Thank you for your time and consideration.

Sincerely,



Andrea Huysing

## References:

Brian Trautman  
Personify Design  
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# ANDREA HUYSING

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## TECHNOLOGY

### *Project Management*

Visual Studio

Project

Visio

SharePoint

TSF Web

Salesforce

### *Languages & Platforms*

Web 2.0

DotNetNuke CMS

Community Server

HTML

Simple CGI

Basic SQL

JavaScript

CSS

### *Office*

Outlook

Word

Excel

Internet Explorer

QuickBooks

### *Design*

Photoshop

Dreamweaver

Illustrator

Freehand

Fireworks

GoLive

ImageReady

Acrobat

PageMaker

PowerPoint

FrontPage

Publisher

### *Database*

Goldmine

Act

Onyx

Semaphore

File Maker Pro

Access

### *Operating Systems*

Windows

Macintosh

## CLIENTS

PRO Sports Club

Microsoft

Martin Charnin

Dye Management

Ricochet Investments

Symmetry Physical

Pinnacle Medical-Legal

CeaseFire Foundation

## OBJECTIVE

Seeking an opportunity to expand my account and project management expertise while offering my strategic, creative and customer service skills for an innovative company.

## SKILLS

- Experience developing and managing multimedia projects start to finish budgeting time for design, development and deliverables.
- Excellent organizational, analytical and multi-tasking skills while maintaining attention to priorities, detail and deadlines.
- Exceptional written, communication and presentation skills for small and large groups of clients, staff, colleagues and team leaders.
- Self-motivated and enthusiastic collaborator on team-based and individual creative projects.
- Practiced and comfortable adjusting to changing responsibilities and priorities to ensure project and team success.
- Proactive in recognizing client and project risks and needs while paying attention to media trends and changes.
- Superb networking and sales talent with proven capability to cultivate and maintain excellent customer relations.
- Extraordinary ability to synthesize information and concepts across multiple disciplines to create comprehensive results.
- Quick to learn new methods and procedures, adapting easily to various software programs and new technologies.

## PROFESSIONAL EXPERIENCE

### *Account & Project Management*

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

### *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.

### *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.

## EMPLOYMENT

2008 – present: Project Manager & Business Development Associate, Personify Design, Seattle, WA

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

1996 – 1999, 2005 – 2008: Office Manager and Web Designer, Issaquah Dental Arts, Issaquah, WA

2002 – 2006: Independent Certified Software and High-Tech Trainer / Instructor, Dentrax 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 Dentrax Certification Course, American Fork, UT

1994 - 1996 University of Washington, Seattle, WA

To Whom It May Concern:

It is with great privilege that I write to you in recommendation of Andrea Huysing. I have been Andrea's supervisor at Personify Design for one year. Andrea is a motivated, professional and vibrant person who is never afraid to take on a challenging task and usually goes above and beyond her project manager job description. She has been one of our most dedicated employees who has greatly impacted the reputation of our company and success of our projects. I wish I had met her years ago as I know our company would have taken on a much more dynamic path.

Andrea is an independent, self directed person who is able to communicate effectively and meet even the most demanding challenges. She easily connects with clients while making sure the requirements are clearly relayed back to the development and design team ensuring project efficiency. Always eager to learn, Andrea picks up new technologies and procedures without hesitation and adapts to changing project requirements. She excels at working on multiple projects and is a great analytical thinker. Andrea is not only gifted in her ability to cultivate and maintain relationships, she offers other valuable skills, including her design experience and photography.

While her job performance has been better than I had even anticipated, Andrea has also become a close friend to our entire team. We pride ourselves on our corporate values and close knit community, and in this area she truly shines.

I highly recommend Andrea for employment with your organization as a project or account manager. She is a solid team player with an uncanny drive to learn, grow and succeed. She would be an asset to any company.

If you have any further questions or would like to discuss Andrea's time with us, please don't hesitate to contact me at [brian@personifydesign.com](mailto:brian@personifydesign.com) or call my cell at 206.384.4251.

Best Regards,



Brian Trautman  
Executive Partner  
Personify Design