

David Kaye

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Administrative Assistant and Executive Level Support, 3+ years

Accomplishments

- Assisted the CEO of TeleResults Corporation in developing a new marketing plan, resulting in selling to higher-end customers than the CEO originally intended.
- Assisted the EVP of Bank of America in streamlining the RFP process, which resulted in a 50% reduction in the time required to create RFPs for institutional trust fund investments.
- I helped the TeleResults CEO in filing trademark registrations for a product, TeleTrials, resulting in the thwarting of a competitor's attempt to steal the TeleTrials name.
- Assisted the CEO of Genentech in generating press materials during its acquisition.
- Developed easy-to-read documentation for the TeleResults program suite.
- Produced annual report presentations to the executive committee for the PacifiCorp energy company in Portland.

Skills

- Microsoft Office suite (Word, Excel, PowerPoint, Access, FrontPage, etc.), QuickBooks.
- Excellent English writing and proofreading skills (Straight A student high school & college)
- Type 66 wpm (no errors); excellent copy editing and writing skills, 10-key by touch
- Extensive database experience with SQL Server, SQL Anywhere, Microsoft Access and some Oracle

Work History

Self-Employed Bookkeeper

Bookkeeping

I was a self-employed bookkeeper doing bookkeeping mainly for Walter Nygaard, EA in Oakland (510-333-1129), for whom I did overflow bookkeeping, including A/P, A/R, stock reconciliations, etc.

Generation Partners

Executive Assistant

*1 Maritime Plaza, Suite 1425, San Francisco, 94111; 415-646-6820; <http://www.generation.com>
Supervisor: Jennifer Stebner, executive assistant. I filled in as executive assistant to the CEO and chairman of this 1/3 billion dollar investment capital firm.*

TeleResults Corporation

Software Developer & EA

*870 Market Street #556, San Francisco, CA 94102; 800-909-9625; <http://www.telereults.com>
Supervisor: Ghassan Khabbaz, president*

Though I was hired as a software developer, my duties for 5 years included EA jobs, such as handling of phone calls, setting up meetings, creating documentation, smoothing over relations with clients, and suggesting new uses for products offered by the company. In the process, I studied the marketing plan for the company and suggested several changes to position the products better in the marketplace, resulting in moving from shrink-wrapped software to in-person sales to high-end clients such as university teaching hospitals. I also tracked various legal functions such as registration of trademarks, providing "prior art" to refute a prior claim on a trademark logo.

Other

Admin & Executive Assistant

In the late-1990s I spent 5 months as executive assistant to Paul G. Lorenzini, VP of Pacific Power & Light (a PacifiCorp division). I was an administrative assistant at Charles Schwab under Michele Moch, a VP in special projects marketing, Wells Fargo, PacifiCorp corporate offices in Portland, and Quebecor Printing through various temp agencies.

Local Bay Area references available upon request.