

David Kaye

2440 16th Street #313; San Francisco, CA 94103
Phone: 415-483-2780; E-Mail: sfdavidkaye@yahoo.com

I now live in Fremont California

Administrative Assistant & Executive Level Support

- Helped CEO Ghassan Khabbaz of TeleResults Corporation develop a new marketing plan, resulting in selling to higher-end customers than he originally intended. I helped the CEO file trademark registrations for a product, TeleTrials, which stopped a competitor's attempt to steal the TeleTrials name.
- Streamlined Bank of America's RFP process under George Brown, EVP, which resulted in a 50% reduction in the time required to create RFPs for institutional trust fund investments.
- Assisted the CEO (Kirk Raab) of Genentech to generate press materials during 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 for EVP Paul G. Lorenzini.

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, Microsoft Access and Oracle
- Marketing and advertising for my own company, Honest Dave Tech Support

Experience

Honest Dave Tech Support

Ongoing. I do parttime freelance as a computer and electronics support engineer. I specialize in Windows computers, small networks, wi-fi, and virus removal.

Citizens for Washington Hospital

July to November 2022. I circulated petitions to gain funding for the emergency room and trauma care center at Washington Hospital, a local Fremont county hospital. I got over 4,200 signatures, helping to qualify the measure for the ballot.

Farm and Community Asset Advisors

December 2021 to May 2022. I did cold calling to cannabis dealers setting up appointments for Neil Gavande, principal partner to sell 401(k) retirement plans. It was not successful and he abandoned the direct calling after 6 months. I succeeded in setting up many appointments, however.

Addus HomeCare

October 2021 to May 2022. I did home care for a stressed-out mother of an autistic teenager, taking care of her home office work and various personal matters.

Walter Nygaard, EA

March 2005 to 2011, I was a self-employed bookkeeper for Walter Nygaard, EA, doing overflow bookkeeping, including A/P, A/R, stock reconciliations, etc.

Generation Partners, San Francisco

During 2006, I filled in as executive assistant to the CEO and chairman of this 1/3 billion dollar investment capital firm. Supervisor: Jennifer Stebner, executive assistant

TeleResults Corporation, San Francisco

April 1996 to February 2001. 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,

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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. Supervisor: Ghassan Khabbaz, president

PacifiCorp, Portland

August 1998. For 5 months I was executive assistant to Paul G. Lorenzini, VP of Pacific Power & Light (a PacifiCorp division).

Genentech, South San Francisco

July to September 1993. I helped CEO Kirk Raab develop PR materials during sale to Roche.

Charles Schwab, San Francisco

1993. I was an administrative assistant at Charles Schwab under Michele Moch, VP Special Projects marketing. I did quality assurance (QA) on the StreetSmart® stock trading platform.

Local Bay Area personal and business references available upon request.