BRANDIE BELL

16100 W. SUNSET BLVD. APT 304 ● LOS ANGELES CA, 90272 ● CELL (951) 805-1804 ●
BRANDIE.BELL@GMAIL.COM

SUMMARY OF SKILLS & EXPERIENCE

6 years **Office** experience
6 years **IT Helpdesk** experience
4 years **Retail Sales**
6 years **Call Center**
Customer Service

Article Writer
Administrative Assistant
Blogger
Photographer
Technical Writer
Transcription
Copy Editor

Creator of Sugarbeetcrafts.com

Write, edit and maintain Documentation, Web content, Blog Content, and Articles, web copy

Strong follow-up & organizational skills

Approach obstacles positively and proactively, always looking for new ways to resolve problems and issues.

WEBSITE: WWW.BRANDIEBELL.WEEBLY.COM

I build and maintain relationships with team members and customers, working with people of different backgrounds and temperaments. I analyze and resolve problems. I meet deadlines. I have a dedication to delivering first-class services.

PROFESSIONAL EXPERIENCE

Computer Applications

Microsoft Office	PhotoShop
Power point	Dream weaver
Illustrator	Point of sale
Web Design	Social Media
Publisher	Web Applications

Training

Basic Management	Technical Writing Certification
Administrative Assistant Training	Franklin Covey "Focus on Achieving Your Highest Priorities"
Computer Basics	

Work Experience

SugarBeetCrafts.com	June 2013 – current
Freelancer - Photography	Feb 2012 - current
Administrative Assistant 3 mo. Contract	Oct. 2013 - Jan 2014
Examiner.com Article Writer	Sept 2013 - current
IT Help Desk Associate Hot Topic Inc	March 2006 – May 2012
Torrid Customer Service Hot Topic Inc	Sept. 2005 – March 2006
Verizon Wireless Customer service	March 2000 – April 2005
Robinson's-May	December 1998 – June 2000
Miller's Outpost	June 1997 – Sept. 1997

EDUCATION

Cal State Dominguez Hills	Mt. San Antonio College, Walnut
Coastline Community College	Golden West College, Huntington Beach