

# Fawn C. Smith

Phone: (479) 387-0758 / Email: [pufferphish1@yahoo.com](mailto:pufferphish1@yahoo.com)

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## EDUCATION

**Harding University**—*Searcy, AR*  
**Degree:** Bachelor of Business Administration  
**Major:** Health Care Management  
**GPA:** 3.69 (Magna Cum Laude Graduate)

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## EXPERIENCE

**Administrative Assistant/Technical Coordinator** January 2005-Current  
*Wal-Mart Stores, Inc. ISD \* Bentonville, AR*

- Create, install, and monitor successful systems of organization within management groups.
- Keep abreast of continuously changing programs and policies in order to be an efficient and reliable “go to” person for associates.
- Consistently assume greater responsibility while rising through levels of support. Currently working with Vice President of Application Enablement Services.
- Practice extensive time management skills for completion of special projects in addition to regular daily tasks.
- Provide technical support and coordination for associate through VP level, including coordination of promotions, yearly evaluations, pay increases for associates, etc.
- Actively involved in several teams with special responsibilities (Floor coordinator, on Environmental Initiatives Green Team, Fire Marshall for 300 associates).

**Legal Assistant/Contract Work** November 2004-December 2004  
*Law Offices of Mark R. Johnson \* Hardy, AR*

- Quickly gained recognition of the process and specifics of legal work in various law divisions.
- Prepared all legal documentation and correspondence for particular cases placed under my care.
- Proofread and edited/corrected any grammatical and/or spelling mistakes in documents and correspondence to ensure exceptional quality of goods.
- Acted as Administrative Support to Senior Legal Assistants.
- Performed receptionist duties for the law office front desk, while simultaneously balancing my case load.
- Cultivated a deep appreciation of the legal profession as well as a desire to learn more.

**Office Manager/Hiking and Naturalist Guide** January 2002-September 2004  
*King Mountain Ranch \* Granby, CO*

- Gained over \$300,000 in personal sales for the company during tenure.
- Established personal connection with inquiries in manner encouraging ranch stay.
- Responsible for all facets of the ranch office, including efficiency improvement, payroll duties, training/scheduling/supervision of fellow office employees.
- Supported upper management in any necessary way (compiled financial and marketing reports, acted as consultant, planned future seasons).
- Worked with clients to secure details of stay, including financial matters, all documentation and continuous correspondence.
- Communicated guest needs/special requests to fellow managers and employees.
- Was asked by upper management to return for Summer 2004 season following off-season closure.

**Office Assistant/Guest Services** May 2001-October 2001  
*Colorado Trails Ranch \* Durango, CO*

- Performed managerial duties when Office Manager was not present.
- Informed and convinced potential guests through correspondence.
- Promoted a carefree and fun vacation for guests by running all logistics (arranged for transportation to/from ranch and activities off-ranch, organized and planned special events for both guests and staff, distributed daily activity schedules).

**ADDITIONAL POSITIONS HELD**

**Guest Relations Liaison**\* Driscoll Children's Hospital \* June 2000-Aug. 2000

**Sales Representative/Key Staff** \* Vector Marketing Corp. \* June 1999-Aug. 1999

**Night Auditor/Front Desk Agent** \* Ramada Inn \* June 1998-Aug. 1998

**Office/Construction** \* RBI Golf Construction \* June 1997-Aug. 1997

**Caterer** \* Aramark Food Company \* May 1996-May 1998

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**COMPUTER SKILLS**

Word	Guest Tracker	Excel	Auditel	Access	Intenet –Savvy
PowerPoint	MS Outlook	WordPerfect	MS Publisher	PeopleSoft	PRISM
Apptricity	Online PCNs	Various web-based forms			

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**HIGHLIGHTS**

\*Flexible and adaptable.

\*Proven success in team environments.

\*Adept at taking on new tasks and perfecting skills on the go.

\*Strong desire to learn new things while staying continuously busy.