

Louis William Rose

Experience



Summary

Highly creative, well organized, experienced administrator for large office or special projects. Skilled speech writer, copy writer, and editor. Has had various short works published. Strong public speaker and educator. Expert in the use of Microsoft Word, Excel, Outlook, PowerPoint, and FrontPage. Able to create and produce different types of marketing materials, flyers, brochures, websites, advertising copy. Able to conceive plan, organize and produce special events. Notary public.

Kelly Educational Services Jacksonville, FL 1/31/2007 – Present

Substitute Teacher

Substitute teaching for Duval County Schools at all grade levels and subjects, including special needs, profoundly handicapped, and learning disabled students.

First Coast High School Jacksonville, FL 1/15/2005 – 5/31/2006

Teacher

Taught basic reading and comprehension skills to high school freshmen in preparation for the FCAT. Developed various reading curriculum including handouts and PowerPoint presentations. Performed volunteer work tutoring and counseling at-risk students during after school hours.

University of North Florida Jacksonville, FL 11/1/2000 – 10/18/2005

Senior Secretary to the Director of Admissions

Provided secretarial services to the Director of Admissions, and four assistant directors. Responsible for various department budgets. Developed flyers, PowerPoint presentations, and brochures for the department. Oversaw a scholarship program, which provided laptops to entering freshmen. Assisted the director in conducting open house activities for several hundred prospective students at a time. Promoted after two years to the office manager position at the Child Development Research Center.

Office Manager, Child Development & Research Center

Completely reorganized and streamlined office procedures. Researched, selected and implemented new childcare management software. Responsible for implementing new university-wide enterprise resource planning (ERP) software in the department. Responsible for various budgets, purchasing and payables. Responsible for maintaining childcare records to state standards. Hired and trained new student office staff. Created flyers, brochures, and advertisements. Created and maintained new department website.

Atlantic Dry Dock Corp. Jacksonville, FL 11/16/1998 – 1/8/2000

Executive Secretary to the President

General office administration serving the needs of the company president and four project managers. Helped to facilitate long range planning sessions where a company vision, mission statement, long term goals and short term objectives were developed. Participated in the implementation of company-wide enterprise resource planning (ERP) software. Created PowerPoint presentations and other materials for the annual report to the board of directors and for sales presentations. Planned and produced an annual Christmas party for two hundred fifty employees, customers and vendors.

Experience *continued*

Computer City Miami, FL 3/1/1995 – 10/1/1998

Corporate Sales Administrator / Instructor

Provided office support for corporate sales team including operating the in-house corporate customer sales desk. In charge of special inventory for corporate clients and shipping and receiving of same. Participated in the implementation of company-wide enterprise resource planning (ERP) software. Instructed corporate clients in the use of computer hardware and software including instruction in the Microsoft Office Suite. Developed various marketing and point of sale materials including store signage and direct mail marketing pieces.

Florida Department of Corrections Miami, FL 10/6/1986 – 2/15/1995

Housing Supervisor, Crisis Stabilization Unit, Florida Dept. of Corrections

Monitored a staff of psychologists, nurses, and security personnel specializing in the management of extremely violent and psychologically disturbed offenders. Taught corrections recertification classes both in-house and at the local community college. Facilitated continuing process improvement group at the institution.

United States Army 1972 - 1975

Radio Operator / Unit Policeman.

Honorably Discharged

Education

University of North Florida Jacksonville, FL 2010

Graduate Student, Department of Practical Philosophy and Applied Ethics

Expected to graduate with a Master of Arts in Practical Philosophy and Applied Ethics in June 2010

University of North Florida Jacksonville, FL 2004

Bachelor of Arts in Political Science, Summa cum Laude

English minor. Secretary, Pi Sigma Alpha, National Political Science Honor Society

Computer City Miami, FL 1998

Advanced Certificates in Microsoft Word, Excel, PowerPoint & Access

Westchester Community College Valhalla, NY 1987

Associate of Science in Business Administration

Marketing minor. President Alpha Beta Gamma, Business Administration honor society. Vice President, Student Senate.

Interests

Cooking, Music, Philosophy, Political Science, Singing, Writing.