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Terresa Monroe

Objective

To serve my clients and future clientele in a professional, competent manner utilizing my experience and knowledge in the fields of administrative, computer and office support. To build and maintain the most successful Executive Virtual Assistant outsourcing service company on the market while providing the highest professional administrative service on the Internet.

Experience

1997–Current Monroe Virtual Services Coeur D Alene, ID
Owner

Responsibilities include all aspects of running an Internet based company including advertising, marketing, accounting, design, implementation, scheduling, purchasing, and customer relations. Also responsible for all services we provide, customer satisfaction and completion dates.

Accomplishments:

1. Have increased client base by 300% in the last 5 years.
2. Established an excellent track record for service and reliability.
3. Created a solid Internet presence for the company.
4. I am very competent at writing HTML code and I am learning PHP. I am also an avid blogger, copywriter and I enjoy assisting in writing and proofing ebooks.
5. **Services Provided:** Ad Design, Administrative Services, Articles, Billing, Bookkeeping, Brochures, Business Cards, Certificates, Concierge Services, Bill Payments, Contact Management, Customer Service, Data Entry, Data Testing, Database Creation/Maintenance, Credit Report Maintenance, Desktop Publishing, Direct Mail, Due Diligence, E-mail Service, Employee Incentives/Gifts, Event Planning, Faxing, Filing, Financial Reports, Flyers, Form Design, Gift Buying, Graphics, Human Resources, Internet Investigations, Internet Research, Invitations, Letters, Manuals, Manuscripts, Marketing, Memorandums, Newsletters, Notary Public, Office Organization, Payroll, Power Point Presentations, Presentations, Programming, Proof Reading/Editing, Reminder Service, Reports, Resumes/Submission Services, Scanning, Scheduling, Shopping Services, Software Testing, Speech Writing, Spreadsheets, Statistical Analysis, Technical Writing, Transcription, Travel Arrangements, Typing, Web Design, Word Processing and much more...

1985–1997 Programmers At Large Las Vegas, NV
CEO

Programmers At Large provided computer consulting for small and large businesses. We programmed in numerous languages, bought and sold software and hardware, set up hardware configurations and did a tremendous amount of troubleshooting, maintenance and repair. Our clients ranged from casinos and lawyers to doctors and financial institutions.

Responsibilities included all aspects of running a computer consulting company including advertising, marketing, accounting, design, implementation, scheduling, purchasing and customer relations. Also was responsible for all services we provided, customer satisfaction, and completion dates.

1984–1985 Laventhol and Horwath, CPA’s Las Vegas, NV
Accountant

Laventhol and Horwath, CPA's was a large accounting firm that serviced many large corporations as well as celebrities.

Responsibilities included all aspects of the accounting cycle from receivables to payables.

1982–1984 Lionel, Sawyer, and Collins Attorneys at Law Las Vegas, NV
Paralegal

Lionel, Sawyer, and Collins, Attorneys at Law is possibly the largest and most prestigious law firm in Nevada. Servicing most of the major casinos, politicians, and celebrities in the state. The firm is world famous for its litigation services.

Worked and did research on the MGM fire case primarily. In charge of researching engineering documentation and organizing legal data for discovery and trial.

Software Experience:

Act, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Aldus PageMaker, Corel Draw, Cougar Mountain Software, Eudora, FoxPro, Front Page, FTP Voyager, HotMetal Pro, Microsoft Access - All Versions, Microsoft Excel - All Versions, Microsoft Outlook Express, Microsoft Photo Editor, Microsoft PowerPoint, Microsoft Publisher – All Versions, Microsoft Word - All Versions, NoteTab Pro, Paint Shop Pro, PC Anywhere, Peachtree, QuickBooks Pro, Quicken, TurboTax, WordPerfect, Word Press and many others...

Education

1982–1987 University of Nevada Las Vegas Las Vegas, NV

B.S., Bachelor of Science in Management Information Systems and Accounting. Minors in Constitutional Law and Marketing.

Interests

Experimenting with computers and related devices, new operating systems and languages. I enjoy reading, blogging, science fiction, travel and puzzles as well. I am also involved in politics and charity work.

Professional Activities

I have written and published one book entitled, 'Writing a Business Plan for a Partnership.' I have also authored several training manuals for TAP Corporation used at Comdex, many training manuals for various companies and numerous articles that are in print.

My professional activities include occasional articles and training materials for specific audiences with limited distribution.