

Angela Yvette Thacker

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OBJECTIVE: Obtain position in developmental services and strategic planning on an organizational level.

GENERAL SKILLS: Personnel supervisory and development; Office management; Vendor and supplier contract negotiation; Project management and planning; Meeting and conference planning

SPECIALIZED SKILLS: Leadership 2000: Managing people and process under changing work environments, Certificate in Financial Planning; H & R Block Tax Planning; Finance for non-Financial Executives; Franklin Quest Project and Daily Planner organizing systems, Finance for non-Financial Executives, Marketing in Alternative Channels; Diversity Management

TECHNICAL SKILLS: Lotus Suite: Lotus 1.2.3, Lotus Approach, Lotus Notes, Lotus Organizer, AmiPro, Freelance graphics; MS Office; Windows 9x - XP, Excel, PowerPoint, Word; PageMaker, Microsoft Publisher, Visual Page, AOL Press
10 Key Adding Machine (touch) Type (90 wpm)

EXPERIENCE:

PricewaterhouseCoopers LLP, San Jose, CA

April 2000 – Present

Supervisor, **Client Account Administrator**

Project Coordinator; Regional Finance Coordinator; Office Manager; HR Administrator

- Day-to-day departmental operations
- Recruitment and development support of CAA staff of up to 40, in three regional offices
- New Hire Orientation and team training (programs and development)
- Develop and deliver on-going staff training
- Forecasting and budget analysis for larger clients, to prepare for potential staff additions and monitor client success
- Business development efforts, including assisting with proposals
- Reviewing and responding to tax notices
- Paperless office transition support
- Finance coordination, billing and collections, Financial reporting and analysis
- Accounts payable /vendor coordination
- Coordinate training and client events
- Facilities management/general office management

Desert Dance Festival, San Jose CA

January 2005 - present

Marketing Director

- Design, implement, and facilitate annual marketing plan for the festival
- Develop and manage annual marketing budget
- Oversee business and partnership relationship development; including (Contests, competitions, sponsorships, strategic planning)
- Assist CEO with negotiating entertainer contracts
- Develop and maintain organization communications activities
- Maintaining industry trend data

BioGenics, San Ramon, CA (through Barrette Business-Temporary Agency)

March 1998 – August 1998

Sales & Marketing Support/Trade Show Coordinator

- Administrative coordination and support for regional sales and marketing organization
- Event and trade show support and coordination
- Front office administrative support

Logitech Inc, Fremont, CA

September 1995 – August 1997

Outlet Store Manager, Marketing/Trade Show Coordinator

- Managed on-site company store
- Recruitment and development of on site store staff
- Develop and deliver on-going staff training
- Developed employee incentive programs; department project award programs; employee purchase programs
- Worked worldwide corporate locations to develop promotional materials for sales programs, trade shows and other events
- Developed first "in pack" promotional product sales insert support
- Assisted marketing director and public relations director with promotional materials for product launches, trade shows, and corporate events
- Participated in planning trade shows and conferences

EDUCATION: **University of Phoenix;** BA, Business & Finance Management; May 2004

Walden University; MBA Candidate, Financial Management; Graduate 3/2007