

## SUMMARY OF QUALIFICATIONS

- ◆ Excellent oral and written communication skills; Ability to meet tight deadlines under pressure
- ◆ Extensive knowledge of computer software, internet operations and website management
- ◆ Mastery of Accounting principles and practices; Industry Knowledge of Hotel Operations
- ◆ Experienced in Human and Emergency Services; Proficiency with HRMS
- ◆ Vast experience in Public Relations; Successful developer of Adult Training Programs

01/19 – PRES

Albion, New York

Self-Employed

*Online Marketing Consultant*

Assisted local businesses with their Marketing needs, both in print and digitally, including social media marketing, design and composition of print-ready materials, direct mail and email target marketing, and planning/implementation of advertising campaigns. Additionally, offered services in web design as well as individual and group employee training in all Microsoft Office programs.

## COMPUTER SOFTWARE AND PROGRAM EXPERIENCE

**MASTERY OF:** Microsoft Office, Outlook, PowerPoint, Publisher, Word, Excel; Google Drive, Maps, Earth, Docs, Sheets, Calendar, Classroom, Google+ SMN; SAM Broadcaster, Shoutcast, various media applications including WINamp, QuickTime, iTunes; VOIP applications including Skype, Discord, Ventrilo, TeamSpeak, Mumble; Turbo Tax, MS Money, Quicken, Peachtree, QuickBooks; Operating Systems such as DOS, MacOS, UNIX, Windows

**APTITUDE FOR:** AcrobatPro; CorelDRAW, GIMP, IrfanView, FileZilla, Painter, WordPerfect; KompoZer, as well as some Coding/Programming in BASIC, Visual Basic, C, Java, HTML

## ONLINE PORTFOLIO

[Accessible at www.slickangel.com](http://www.slickangel.com)



BROCHURE



MENU



ANNOUNCEMENT



PRESENTATION



BOOKLET



EBOOK

# Angel Slick

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Albion, New York 14411

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Phone: (585) 331-9599

## EXPERIENCE

10/14 – 12/18

Albion, New York

**Orleans County Department of Social Services**

*Social Welfare Examiner*

Interviewed applicants for Public Assistance and SNAP benefits; Determined eligibility of applicants based on state-mandated guidelines; Authorized the provision of financial benefits needed to support the client's self-sufficiency plan and maintained complete case management records for each individual or family case.

04/10 – 10/14

Albion, New York

**The Main Street Store (Community Action)**

*Education and Employment Specialist*

Development, Planning, and Implementation of a hands-on Job Skills training program which provided unemployed and underemployed workers the opportunity to learn the skills they needed to obtain, and retain, employment, and to ultimately become self-sufficient. Graduates of this program had an 86% job retention rate over 18 months.

01/08 – 07/08

Albion, New York

**Orleans County Veterans' Service Agency**

*Administrative Assistant*

Assisted in the day to day operations of this Office; Coordinated with County Tax Assessor to provide local Veterans with property tax credits; Developed online database for the planning and scheduling of volunteer drivers to assist local area Veterans to be transported to all medical or Veteran Assistance related appointments.

2004 – 2007

Worldwide Broadcast

**The Gathering, [www.gatheringradio.com](http://www.gatheringradio.com)**

*Owner, internet-based radio station*

Mastery of various sound and recording systems for Live and In-Studio performances; Managed and trained all on-air Disk-Jockeys and coordinated the scheduling of all live performances with local venues; Conducted the Sales, Marketing, and Advertising of radio-based and print ads and services offered worldwide.

1997 – 1999

Las Vegas, Nevada

**NOS Communications**

*Network Manager*

Worked with a computer database to resell MCI/WorldCom services to business owners; Motivated secondary staff to increase sales through trainings and mentoring; Managed a branch of Network Analysts and received high monthly bonuses for completed transactions.

1995 – 1997

Las Vegas, Nevada

**Caesars Palace Hotel**

*Hotel Training Manager*

Managed complete Training program for front desk staff and support system staff for Caesars Palace Hotel, including Customer Service, Hotel Operations, VIP and Concierge Services, and complete Auditing and financial procedures for Daily Ledger Balancing of the Hotel.

## EDUCATION

1992

Los Angeles, California

**Loyola Marymount University**

*Bachelor of Arts Degree*

Bachelor of Arts Degree with studies in Mathematics, Theology, Music Theory and Composition