



Dionne Washington

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a graduate with three years of experience in management, I am excellent at working with others to achieve a certain objective on time and with excellence.

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|-------------------------|--------------------------------|
| Preferred occupation | Top management, corporate jobs |
| Preferred work location | Phoenix Arizona |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1982-10-15 (43 years old) |
| Gender | Female |
| Residential location | Phoenix Arizona |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2019.01 iki 2020.12 |
| Company name | Project Roots Inc |
| You were working at: | Administrative Executive jobs |
| Occupation | Director of Operations |
| What you did at this job position? | Responsible for managing the day-to-day operations necessary to ensure that the organization achieves its objectives. |
| Working period | nuo 2015.01 iki 2020.12 |
| Company name | Dionne Events |
| You were working at: | Chief Operation Officer (COO) jobs |
| Occupation | Creative and Operational Director |
| What you did at this job position? | Their main duties include selecting venues, determining the cost, arranging event services and monitoring client approval. |

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|------------------------------------|---|
| Working period | nuo 2012.02 iki 2015.05 |
| Company name | Grand Canyon University |
| You were working at: | Supervisor, team Lead jobs |
| Occupation | University Enrollment Representative Lead |
| What you did at this job position? | Conducting interviews, developing alumni networks, assessing recruitment effectiveness, visiting community colleges, organizing campus tours, and answering to questions of prospective students. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2012.05 iki 2015.05 |
| Degree | Bachelor |
| Educational institution | Grand Canyon University |
| Educational qualification | Bachelor in Applied Management |
| I could work | Leadership/Management Roles |

| | |
|---------------------------|------------------------------------|
| Educational period | nuo 2018.10 iki 2020.11 |
| Degree | Master |
| Educational institution | Grand Canyon University |
| Educational qualification | Masters in Business Administration |
| I could work | CEO/COO/CFO Roles |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |

Computer knowledge

Windows
Mac OS
Microsoft Office
Adobe
Social Media Platforms

Recommendations

| | |
|------------------|-------------------------|
| Contact person | Shawntel Toliver |
| Occupation | Enrollment Manager |
| Company | Grand Canyon University |
| Telephone number | +1 (720) 410-4868 |
| Email address | stoliver@live.com |

| | |
|------------------|-------------------------|
| Contact person | Tanisha Lee |
| Occupation | Enrollment Counselor |
| Company | Grand Canyon University |
| Telephone number | 602-430-0592 |
| Email address | tanisha.lee@gcu.edu |

Additional information

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|--------------------------|-----------------------|
| Driver license from | 1999-01-00 (27 years) |
| Salary you wish | 7000 \$ per month |
| How much do you earn now | 7000 \$ per month |