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09jan 1985

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## SUMMARY

**Objective:** to obtain entry-level position with growing company that utilizes my office and business skills social work and nonprofit experience a company that offers me opportunities of growth and advancements

## EDUCATION

From **Beverly Hills Bar Association (BHBA), „California**

Entertainment Law - A Juris Doctrine

From **U.S.I.D.H.R ( United States Institute of Diplomacy & Human Rights ), „**

Human Rights Consultant - Human Right/Diplomacy

From **IADT Tampa (University of Phoenix), „Florida**

Fashion Merchandising - Fashion

From **SCCAA Business & Computer School, „Ohio**

Certified Office Clerk - Business/Computer Science

From **Washington High School, „Ohio**

Licensed Cosmetologist - Cosmetology

## EMPLOYMENT

### HISTORY

PROMOTIONAL MARKETING ASSISTANT,NAUTICA DIRECT MARKETING,,OHIO -

-Greeted clients entering promotion -registered clients and explain promotion  
-directed clients to car salesman available -Trained for Junior Executive Sales Position  
-Marketed Award Winning Car Dealerships in NE Ohio(via)Our Direct Mail Listing service

PUBLICIST ,FULL MOON PRODUCTIONS,,OHIO -

-made publications for clients -posted on behalf of clients on social media  
-representative on behalf of clients - prepared contents for clients -edited content for clients social media marketing -Produced a social media publication schedule

SOCIAL WORKER/LIFE COACH/MENTOR,AMERICORPS VISTA,OHIO, -

-Trained Youth in job readiness, the arts, the music/fashion/Travel industry/ resumes/portfolios/biographies -educated client on human rights/politics -community service work -Assessment of clients/Youth  
-Mentored clients -administered life coaching

ASSISTANT HOUSING/SHELTER/THRIFT STORE STAFF,MIRACLE HILL RESCUE,,SOUTH CAROLINA -

- Shelter & Thrift Store Development -Trained Clients resume building, job etiquette
- Arranged clients for temporary housing -prepared clients for permanent housing -sorted and categorized clothes for the thrift store -organize donations -assisted with Client resettlement/housing

COORDINATOR ,P.E.A.C.E TV CHANNEL 11,,OHIO -

- Facilitated Weekly Meetings -Researched Potential Grants/Grant Info -Mentored High School Youth -Scouted Talent/At-Risk Youth -Gave Public Speaches
- Planned Promoted &Facilitated Parties Fundraisers & Events -Wrote/Recieved Grant -Booked/Marketed Sponsorships -Coordinated TV Channel 11
- Administered Life Coaching -Facilitated Leadership Training Program -Trained Youth in Personal /Professional / Talent Development

CLIENT INTAKE SPECIALIST ,CORPORATE SECURITY MANHATTAN ,NEW YORK

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- Intake of Client Potential Security Guards -Explained Security Guard Requirements -Handled Rejection/Acceptance Calls -Filing all Client Paperwork -Referred Clients to CCW Classes -Administered Background Checks -Booked Security Jobs for Clients

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## SKILLS

- **Windows operating system, word, wordperfect, excel, Lotus 1 2 3, powerpoint, access, publisher, quickbooks**
- **social media marketing, internet operations, sales, internet marketing, celebrity branding**
- **Talent Agent, Travel Agent, management, direct mail services**
- **website building, secretary duties, receptionist skills**
- **Retail Management, Fashion Merchandising, Music Artist A&R, Entertainment Casting Agent**

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## OTHER

- **Full Name:** Desiree Mutchler
- **Date Of Birth:** 01/09/1985