

# MICHELLE DAVIDSON

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web <http://mybelle-designs.com>

## EDUCATION

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2002 - 2005 **University of Texas at Austin**  
Bachelor of Arts / GPA: 3.78

## EXPERIENCE

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- 12/12 - present **Barshop & Oles Company**  
**Marketing Manager**
- Oversees all aspects of marketing for Austin and San Antonio offices
  - Responsible for the creation and distribution of marketing collateral
  - Assists leasing, property management, and development arms of the company to ensure all aspects of transactions are successful
  - Maintains company website
- 05/12 - 09/12 **Grubb & Ellis Management Services (via Burnett Staffing)**  
**Administrative Assistant II**
- Responsible for prompt and positive response to work order requests from tenants
  - Produced communications and other materials for tenant distribution
  - Issued and maintained building access cards for tenants, vendors and contractors
  - Maintained and ordered office supplies and performed various administrative duties
- 04/07 - 04/12 **Grubb & Ellis Company**
- 07/10 - 04/12 | **Marketing Coordinator II / Graphics Specialist**
- Designed and produced flyers, brochures, HTMLs, advertisements, and other print and web marketing materials while ensuring compliance with corporate branding standards
  - Responsible for graphic review of quarterly market trends reports nationwide
  - Created and maintained marketing schedule for all property campaigns
- 01/09 - 07/10 | **Marketing Coordinator I**
- Responsible for creating and recreating existing brochures, surveys, floor plans, maps/aerials
  - Assisted with preparation of proposals and presentations
  - Responsible for office calendar, employee communications and newsletters
  - Nominated by peers and management for ACE (Award Celebrating Excellence) Award
- 01/08 - 01/09 | **Administrative Assistant III**
- Screened applicants and coordinated candidate interviews
  - Assisted in maintenance of office staff by recruiting, interviewing, selecting, and training employees
  - Coordinated the planning, managing, and communicating of office events, including regular meetings, employee recognitions, employee wellness, annual events, etc.
  - Maintained calendar of appointments for brokers and staff
  - Facilitated rollout meetings for new company initiatives
  - Prepared comprehensive and complex proposals, reports, correspondence, charts, tables, graphics and other documents using various software packages
- 04/07 - 01/08 | **Administrative Assistant II**
- Responsible for office organization and administration
  - Managed multiple assignments at once, as well as staff and workflow of the office
  - Provided administrative support through copying, faxing, and mailing as requested
  - Acted as trusted assistant to off-site senior business operations manager and earned reputation for maintaining a positive attitude and producing high-quality work

## AFFILIATIONS

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**American Marketing Association, Member**  
**Austin Pets Alive!, Volunteer**  
**Texas Exes, Life Member**

## SKILLS

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Adobe Creative Suite (Photoshop, Dreamweaver, Illustrator, InDesign, Acrobat Pro), Microsoft Office, ConstantContact.com, Mac & PC, 76 wpm, highly motivated with interpersonal skills, detail oriented, excellent verbal and written communication skills, project management, strong prioritization and organizational skills with the ability to multitask, ability to work independently and on a team, team management including hiring, training, and mentoring