

Michael Kadovitz
2019 Lowell Blvd , Denver, CO 80211
Home: 303.433.1350 Cell: 408.394.2278
michael kadovitz@msn.com mkadovitz@yahoo.com

Objective **To obtain Office Management/Admin or Marketing position with various and multiple administrative responsibilities.**

Professional Skills

<ul style="list-style-type: none">• Project Management and Coordination• Contract Administration• Customer Service	<ul style="list-style-type: none">• Office Management and Administration• Accounts Payable• Accounts Receivable	<ul style="list-style-type: none">• Microsoft Office• Microsoft Windows• WordPerfect 5.1/6.1• Mactinosh
--	---	--

Education BA, University of Denver, 1984

Employment Skills

- Campaign development.
- Event planning.
- Contract negotiation.
- Data and document control.
- Able to work in a fast-paced atmosphere.
- Ability to follow instructions well and make decisions without supervision.
- Delegated responsibilities to employees and volunteers to meet company/organization goals and expectations.
- Motivated and supervised 15+ employees on regular basis.
- Maintained excellent customer relations and developed customer rapport.
- Diplomatically resolved customers complaints on as-needed basis.
- Effective telephone communication skills.

Employment History

Campaign Coordinator, Ambrose for Council	2/2010 -5/2010
Project Coordinator, Parametrix Consulting	4/2008-1/2010
Administrative/Customer Service Specialist, Phillips Temps	2/2007 – 4/2008
Religious School Teacher, Temple Emanuel	9/2006 - Present
Event Marketing Coordinator, Rocky Mtn. ALS Association	7/2006 – 10/2006
Marketing Promotions Specialist, San Jose Mercury News	12/1999 –11/2005
Regional/Local Marketing Mgr, AMC Theatres	7/1992 – 12/1999
Youth Director, United Synagogue of America, (Adat Ari El and Temple Beth Torah)	8/1987 – 7/1992

Excellent references upon request.