

# Paschal Simon MacMurray ~ Résumé

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## Objective

Professional service with employer, client, and customer's best interest at heart.

Over 20 years of experience. Reliable – Dedicated to your peace of mind and success.

## Education

- GREEN MOUNTAIN COLLEGE – ED2GO
  - Access Database, Technical Writing, Leadership
- CAREER TRACK SEMINARS
  - Communication Skills
- ROCKHURST UNIVERSITY SEMINARS
  - Project Management
- CONCORDIA UNIVERSITY – Montreal, Canada
  - Arts & Communications, psychology of communications, photography

## Experience

**2009 to Present – NEW ENGLAND SCRIBE, Jeffersonville, VT**

Administrative Assistant – Web and Data Management - [newenglandscribe.com](http://newenglandscribe.com)

Self-Employed - Administrative support, document and information management, web design and management, desktop publishing, copy writing, editing and technical writing, Translation (English/French), how-to guides, policies & procedures, custom forms.

**2004 to 2009 – LAMOILLE COUNTY MENTAL HEALTH, Morrisville, VT**

Records Auditor and Manager – Administrative Assistant

Manage and audit approximately 500 records. Develop a document management database and audit strategies. Develop procedures and progress reports. Prepare records for yearly state audits. Keep open communication with state auditors regarding current standards. Address inconsistencies in records keeping practices and offer solutions.

**2002 to 2004 – ALL SEASONS HOMESTEAD HELPERS, Jeffersonville, VT**

Office Manager – Customer Service

Customer service and office operations for web-based garden tools and homestead equipment distributor. Process, package, and ship orders via UPS. Follow up with customers. Respond to inquiries and complaints via phone and email. Personal projects: Develop office procedures and training tools. Contribute to catalog layout, product research and recommendations. Develop new inventory tracking system and suppliers' files.

**2000 to 2002 – CAMBRIDGE GIFT & PHARMACHY, Cambridge, VT**

Customer Service - Merchandising

Customer service and merchandising. Operate register, assist customers in locating items and make suggestions. Receive weekly shipments of merchandise to sort, price and restock. Perform inventories. Gift shop display design and rotation, store layout modifications to meet marketing goals. Develop procedures for staff training.

**1997 to 2000 – THOMPSON FLOUR SHOP, Morrisville, VT**

Customer Service – Assistant Manager

Customer service for deli and bakery. Develop procedure guides. Contribute to store layout design. Produce promotional material. Inventory and ordering. Staff training.

**1994 to 1997 – THE PIE SAFE, Johnson, VT**

Gift Shop & Deli Manager

Supervise three employees. Customer service. Develop procedure guides. Modify store layout, design store and window displays. Audit sales activity. Product research, ordering and purchasing. Staff training.

## **Special Interest**

**2009 to Present – PS MACMURRAY ART, Jeffersonville, VT**

Fiber & Multimedia Artist – [psmacmurray.com](http://psmacmurray.com)

The PS MacMurray Collection is an ensemble of whimsical gift and jewelry pouches, pendants, brooches, figurines, and animals. Each item is unique and hand-made, using fabric, wood, beads, wire, and buttons. Sales via gallery consignment and custom orders.

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Above-and-beyond attention to detail, creativity, discipline, and real business experience

*Paschal Simon MacMurray*