

Kari Bovasso
324 S Diamond Bar Blvd. #155
Diamond Bar, CA 91765
kbovasso@earthlink.net
818.564.0200

SUMMARY / OBJECTIVE

- :: Proven superior communications, people skills, work ethics, time management, genuine leadership capabilities and administrator of resources (human, financial, and technical), promoter of teamwork, quality awareness and process/product innovation.
- :: A self-starter who can utilize a wide area of skills, knowledge, experience, and a comprehensive academic and training background, to achieve desired goals and organizational change and excellence. Seeking a challenging professional and higher leadership/management position in a change/growth environment at the technological and business edge.

SELECTED EXPERIENCE

BC Media

Nov 2002 – Present

Consultant / Web Design & Hosting

- :: I maintain a commercial web server to host 40+ websites; server has had 99.9% uptime for over 5 years. I resolve existing problems with network, desktop, printing, and software issues, including Internet access issues and application interface issues. I conduct first-level analysis, escalating unresolved problems to second and third-level technology personnel and/or vendors. I document resolutions and/or network changes for future reference.
- :: I research and form client and vendor contracts. I procure equipment and negotiate contracts for advertising campaigns, clients, and more. I create newspaper and other advertising campaigns.
- :: I design and maintain websites and advertising brochures and other media. I conduct product demonstrations for potential customers, partners and investors. To include all aspects of e-commerce: shopping carts, search engine optimization (SEO), pay-per-click advertising (PPC), forums, blogs, and content management systems (CMS).
- :: I work with external marketing design firms and graphics designers to develop products that are both aesthetically pleasing and meet the performance requirements of the Internet.
- :: I work with desktop support staff and vendors to replace and/or upgrade systems, modifying configurations or software applications, and revising end-user procedures.
- :: I assist in hardware asset management by creating a system to tag, track and manage all physical desktop assets. I report failures and issues within the network and/or software applications.

Rio Hondo College Bookstore

Jan 2008 – Present

Text Floor Clerk

- :: Provide personal assistance to college professors, staff, and college students in finding appropriate supplies and/or information.
- :: Setup and teardown of additional computer workstations, printers, point-of-sale components, and other networking equipment. Including technical support on existing workstations.
- :: Assist management in textbook receiving and returns processing, as well as school course adoptions and data entry.
- :: Handle all aspects of cashiering, including textbook buybacks from students; cash transactions.

Speed Shop USA / Starfighter Motorsports

Jan 2006 – Jul 2008

Manager / Web Designer

- :: Design and maintain websites, internet advertising and other media.
- :: I procured inventory for both store inventory and client sales.
- :: I work with external marketing design firms and graphic designers to develop products that are both aesthetically pleasing and meet the performance requirements of the Internet.

Continuation of Kari Bovasso's Resume

- :: Handled all aspects of customer sales and services in retail storefront; storefront closed July 2008.
- :: Organized and created procedures for company records and financials. Created a company cash flow comparison and budget proposal. Handled A/R, A/P using Quickbooks Pro software; storefront closed July 2008.

IRC Technologies, Inc.

Aug 2001 – Mar 2004

Quality Assurance Supervisor

- :: I assured proper product use and application for new construction and/or repairs to both roofing and waterproofing per manufacturer specifications.
- :: I supervised and communicated between roofing application crew, general construction contractor, and consultants.
- :: I performed first-level analysis and problem resolution with daily reports.
- :: I trained new inspectors in report writing, application, and recognition of problem areas and product usage.

Buena Vista High School (BVHS)

Nov 2002 – Feb 2003

Internship

- :: I resolved existing problems with network, desktop, printing, and software issues, including Internet access issues, as well as application interface issues.
- :: I conducted first-level analysis, escalating unresolved problems to second and third-level Technology personnel and/or vendors.
- :: I documented resolutions and/or network changes for future reference.
- :: I assisted the technology staff in configuration, installation, and maintenance of desktops on campus.
- :: I reported failures and issues within the network and/or software applications.
- :: I worked with Desktop Support Staff and vendors to replace and/or upgrade systems, modifying configurations or software applications, and revising end-user procedures.
- :: I assisted in hardware asset management by creating a system to tag, track and manage all physical desktop assets.

Angeles Shooting Ranges, Inc

Jul 1996 – Jan 2000

Manager - Bookkeeper

- :: I cut inventory losses by 150% by end-of-year figures for three years translating into over \$24,000 additional revenue.
- :: I began company recycling program cutting costs for disposal by 30% over a two-year period.
- :: I created over 200 spreadsheets and customer tracking data for over 4,000 customers; payroll, cost, and utilization tracking for supplies and utilities and other company assets.
- :: I handled budgeting, profit and loss responsibilities for the entire facility; including special projects and property rental.
- :: I designed and submitted plans for all county agencies to obtain licensing and permits.
- :: I handled all aspects of customer service and safety including writing rules and regulations for the entire facility.
- :: I oversaw all aspects of employee hiring, firing, training, and extended education and monthly Safety Meetings.

Continuation of Kari Bovasso's Resume

- :: I created a marketing program with separate inventory to market the range and it's high-end shooting supplies to future and/or existing customers at gun shows and gun stores throughout Southern California; increasing attendance as much as 400% from previous years.

Mount St. Mary's College Bookstore

Mar 1994 – Jul 1996

Text Manager II

- :: Cut textbook returns within six months for the two sites by over 300%.
- :: Maintained database for campus courses and special programs, approximately 80 courses per campus, 350 textbook titles.
- :: Acted as liaison to college professors and staff, college students.
- :: Reported weekly to regional manager on two sites activities and status; daily reports accumulated and processed to home office.
- :: Handled A/R, A/P for approximately 500 vendors using a custom database for order processing and returns.
- :: Handled textbook buybacks from students, responsible for over \$100,000 in cash transactions.
- :: Extended key-recs and ship-recs for shipping/receiving accountability.

Bobbe's Blossoms Florist / Affinity Floral Studio

Apr 1984 - Mar 1994

Manager

- :: Designed and arranged floral arrangements for custom events and weddings, to include the Academy Awards Red Carpet Area six years in a row.
- :: Designed arrangements for in-house accounts to include silk flower arrangements and Christmas decorations
- :: Maintained database for customers and supplies; reported to off-site owner on a daily basis.
- :: Handled A/R, A/P for approximately 25 vendors, 120 accounts, and approximately 4000 telephone sales customers.
- :: Used a custom database for order processing with out-of-town florists; for both shipping and receiving.
- :: Routed delivery drivers for customer deliveries, supply deliveries, weddings, and other events.

Pacific Bio Marine Laboratories

Apr 1993 - Nov 1994

Lab Assistant

- :: Maintained temperature and PH controlled habitats for ocean creatures in a lab setting.
- :: Collected and provided ocean specimens for college lab classes and for lab research purposes.
- :: Assisted in the dissection of sea creatures for cancer research using sophisticated lab equipment, including a centrifuge and liquid nitrogen.

TECHNICAL SKILLS

Software: Microsoft Office Suite: FrontPage, PowerPoint, Access, Visio, Excel, Project, Word, QuickBooks Pro, HTML, PHP, ASP, MySQL, SQL, CSS, Photoshop, FTP, Xara3D, ProTools, shopping cart software, Constant Contact, Mailing List databases, website services for search engine optimization, pay per click campaigns, newsletters, blogs, and forums. DNS/IIS/wireless and systems backup software.

Hardware & Operating Systems: LANs, WANs, Windows 9x/NT/2000/XP, Windows 2000/2003 Server, Apache Apple/Macintosh OSX 9/10

PROFESSIONAL & RECREATIONAL ORGANIZATIONS

Sigma Beta Delta: International Honors Society

ITMA: Information Technology Management Associates

PADI: SCUBA Diving Community

NRA: Life Member, Instructor Training Courses completed for Basic Rifle, Pistol, and Shotgun

EDUCATION

Bachelor of Science in Telecommunications Management (BSTCM)

DeVry University of Southern California - Pomona, CA

Dean's List, Honors Society.

Graduated with Honors (while working full-time) – Magna Cum Laude. GPA: 3.72/4.0

Masters Degrees in Business Administration and Project Management (MBA & MPM)

Keller Graduate School - Pomona, CA

Expected graduation date: Nov 2013