

Joanna Lynn (Yehle) MaGrath

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PROFILE

I am a Long Term Team Player with the Best Career Ever; I am a “Stay at Home Mom” Labeled by the Business Community as a “Domestic Engineer”. I am seeking a long term business career to compliment my position as a domestic engineer. I am most honorable, dependable, honest, and trustworthy with the constant mentality of learning everyday possessing excellent communication and organizational skills. I am all about safety, quality, cost conscience, presentation, making good impressions and delivering the most memorable memories.

EXPERIENCE

- Current – Domestic Engineer (Director of Operations / Household CEO / Director of Child Development) – I am a stay at home Mom involved heavily in my child’s future, educational curriculum, religious development, extra-curricular activities and future goal development. My job description covers the spectrum from homemaker, housekeeper, chef, logistics analyst, event planner, activity director, teacher, computer operator, staff nurse, chief executive officer, facilities manager, accountant, chauffeur, groundskeeper, general maintenance, janitor, to compassionate cuddler. In short; I raise and nurture my family making sure they get only the best of L.O.V.E., Compassion, and Sympathy has to offer.
2007
Clearwater, FL
Plant City, FL
- Current – Volunteer Teacher – I am a Sunday School Teacher and Awana Director for First Baptist Church Plant City.
2006
Plant City, FL
- 2007 – Real Estate – I was a financier behind Gavin MaGrath Realtor. I sent him to real estate school and built a family business. It was I behind all aspects of our business, promoting the husband, Investors and building a client base.
2005
Clearwater, FL
- 2007 – Real Estate – I obtained on the job training “Apprenticeship” working side by side with a Million dollar plus Real Estate Broker/Owner and 2 Broker Associates. My job description was taking photos of the properties, marketing the real estate properties (creating news ad, property flyers, listing the property on Internet, videos and websites), preparing listing & selling contracts, staging properties for sellers, organizing broker opens & open Houses, Thank you seller/buyer closing gifts baskets and many other detailed functions related to the real estate functions from beginning to end.
2002
Clearwater, FL

SKILLS

Domestic Engineer, Knowledge of Business Operations, Website Designer & Developer, Social Media / Brand Marketer, Knowledge of Computer Software & Installation (MS Office - Word, Excel, PowerPoint, Publishers / MS Movie Maker / etc.), Knowledge of Creating and Producing Business Materials (Logo, Business Cards, Stationary, etc.), Photographer, Videographer, Video Creator/Maker, Creative Problem Solver, Exceptional Detailed Internet Researcher, Knowledge of How to Meet Tight Deadlines, Client Relationship Skills, Knowledge of Budget Management, Knowledge of Computer Hardware & External Components, Knowledge of Non-Profit Fundraising, Knowledge of Office Machinery, Knowledge of Online Payment Methods, Customer Service Skills, Positive Reinforcement Dog Trainer, Student Dog Agility Trainer, Feng Shui Practitioner, 10-Key/Touch, Typing/60+wpm.

(I Am Continually Educating Myself, Possess Diverse Knowledge of Many Things and a Fast Learner)

REFERENCES AVAILABLE UPON REQUEST

ACCOMPLISHMENTS

Kash N' Karry

- Promoted from Cashier to Head Desk & Cashier

Harbor Island Hotel

- Promoted from PBX Operator to Reservations
- Promoted from Reservations to Front Desk
- Promoted from Front Desk to Night Audit preparing for Management Training

Embassy Suites

- Promoted from Front Desk/Reservations to Night Audit
- Promoted from Night Audit to Management Training Program

Customer Formica Works

- Started answering phones. Promoted to Secretary of CEO. Assisted accounting and client customer service. Met one on one with new clients landing their business.

MicroAge Computers

- Started as a secretary/phone operator/gopher graduated the position adding responsibilities: customer service, cashier, scheduling technician's equipment repair and tracking repair progress keeping clients updated on repairs.
- Completely broke down a Compaq Portable II. Determined it needed a new monitor and hard drive. Upon receiving new parts entire system was put back together. Same day repaired and working was rented out to a very important client.

Longaberger Sales Associate

- Started as a sales associate scheduling home parties (ground level when Longaberger first started) to building a down line advancing to Branch Manager helping build The Longaberger Company, training associates, building teams and helping others become just as successful.

Pinellas Pasco Welders Supply

- Found accounting errors saving the company over \$500,000 for a calendar year. Implemented new checks and balances, update computer system and software. What took a whole day to invoice customers and mail out invoice now was done within 2 hours including putting invoices in envelopes, sealed, stamped and delivered to the post office.

The Eckerd Corporation

- Note: Employed by Bitco and a subcontractor to The Eckerd Corporation. Bitco was Eckerd's onsite subcontractor procurement company
- Constantly finding errors and loopholes in Eckerd's accounting procedures presented corrective ideas with checks and balances saving The Eckerd Corporation Millions.
- Bitco staffed onsite at The Eckerd's Corporations 4 procurement persons. Audited Bitco's overhead and procurement procedures for The Eckerd Corporation stocking 9 distribution facilities and cut Bitco's overhead bringing a 4 person procurement onsite team to 1. 1 procurement person organized for efficiency with less overhead saving Bitco and The Eckerd Corporation Millions.
- Reorganized how Bitco/Eckerd contracted with companies going direct to manufactures.
- Developed, Procured and Organized Eckerd's Blister Pack Program saving The Eckerd Corporation Millions by bringing it all in house under corporate controls. Stores were ordering direct from the pharmacy departments with no controls in place.
- Bitco transitioning offsite from Eckerd; (JCPenny acquiring The Eckerd Corporation), trained Eckerd/JCPenny New Procurement Persons. What took 1 person to procure transitioned into 5+ under category managers costing JCPenny Millions as recommendations fell upon deaf ears.

Circuit Concepts, Inc.

- Position was entry level as a Receptionist and promoted to Director of Procurement.
- Thieving within the company was an issue. Persons were exposed. Inventory corrective actions were implemented tracking in coming shipments and requisitions to hold persons accountable for removing inventory.

Title Closings and Research Services Title Company

- Create, develop, organized and built from ground level the company and the sales department. (Title: senior director of sales)
- From a 15-30 mile territory built a Million Dollar client base.
- First sales year commissions would exceed over \$200,000.00

Real Estate

- Real Estate Assistant to 4 Realtors. helped brokers and assistants achieve title "Million Dollar Club", development new marketing strategies, created new advertising concepts and mediums, created new business models, introduced them to elite area connections and brand name marketed them to the real estate industry. As technologies progressed computers, MLS, Listings, websites, phones and tech gadgets were updated. Trusted with keys to offices and personal homes.

Leticia Day

- Developed marketing strategies, assisted developing business brand name, website and social media platforms to market product.

Florida Health Care Activity Coordinators Association (FHCACA) Website: <http://www.FHCACA.org>

- Webmaster held captive organization's website, content and claimed copyright; In less than 48 hours. Capture domain name, created emails, created/designed new website/graphics, linked website to social media platforms.
- Created platform for email addresses. Newsletter and newsletter subscription
- Received 2 awards

Sports Nuts Website: <http://www.4aSportsNut.com>

- Developed new order/payment system, enhanced product photos, totally redesigned website, updated computer system (maintain) and linked website to social media platforms. Recommend FUNdraisingNut Idea to branch out in schools, non-profits, etc.

AwanaCubbies.com - Volunteer Awana Director

- Captured and Developed AwanaCubbies.com to help parents understand what Awana is, help assist their cubbies in weekly lessons/memorizing verses and know what their cubbies are learning and doing during club time.

First Baptist Church of Plant City

- Volunteer Sunday School Teacher: Children's Minister in switching lesson plans requested to evaluate new program.