

# Joanna Lynn (Yehle) MaGrath

3501 Joe Sanchez Road, Plant City, FLOIRDA 33565 (813) 836-2428

Email: Joanna@JoannaMaGrath.com Website: <http://www.JoannaMaGrath.com>

---

## PROFILE

I am that Team Player with the Best Career Ever, "I am currently a Stay at Home Mom" Labeled by the Business Community as a "Domestic Engineer". I am seeking a career to compliment this position. I am most honorable, dependable, honest, and most trustworthy. I am that student of life, life is a journey of learning. I possess excellent communication and organizational skills. I am all about safety, quality, cost conscience, presentation, making positive impressions and delivering positive memorable memories.

## EXPERIENCE

Current - Domestic Engineer (Director of Operations / Household CEO / Director of Child  
2007 Development) I am a stay at home Mom involved heavily in my child's future, educational  
Plant City, FL 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 - Real Estate - I was a financier behind Gavin MaGrath Realtor. I sent him to real estate  
2005 school and built a family business. It was I behind all aspects of our business, promoting  
Clearwater, FL the husband, Investors and building a client base.

2007 - Real Estate - I obtained on the job training "Apprenticeship" working side by side with a  
2002 Million dollar+ Real Estate Broker/Owner and 2 Broker Associates. My job description  
Clearwater, FL 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.

## 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.

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 FUNdrainingNut Idea to branch out in schools, non-profits, etc.

First Baptist Church of Plant City - 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.