

Desiree' (Dezi) Butler
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EXECUTIVE ADMINISTRATIVE SPECIALIST, Secret Clearance

Objective: Looking to obtain management responsibilities with an organization where my diverse skills can be best demonstrated. I am creative and work very well independently or as part of a team. I have experience in accounting, bookkeeping, medical (EMT) terminology, law enforcement, management, secretarial, and instructing/teaching.

EDUCATION

- Golden's Karate & Kickboxing School - Black Belt Instructor - 1998/2007
- Gloucester County Police Academy - Class II Police Officer – 1999/2000
- NJ State Emergency Medical Technician Training - Trenton - 1997
- The Cittone Institute - Mt. Laurel, NJ - Certification in Business/Computers
- Northern Burlington County Regional High School - Columbus, NJ - Graduate

SKILLS

<ul style="list-style-type: none"> • Microsoft Office/Pro • Word/Excel/PowerPoint • Outlook • Contracts/Grants • Event/Travel Planning • Rental Mngmt • Banking • Accounts Payables • QUICKBOOKS 	<ul style="list-style-type: none"> • Filing/Editing • Typing (55+ wpm) • Adult/Child CPR • Switchboard/Dispatch • Handcuffing/Fingerprinting • PR-24/Baton/Pepper Spray • Handgun/Rifles • Acct Receivables/Payables 	<ul style="list-style-type: none"> • Accounting/Bookkeeping • Internet/Webpage Design • Business English • Management Skills/Delegation • PC/MAC Trained • Defensive Driving Certification • Martial Arts Trained 	<ul style="list-style-type: none"> • English – Both written/oral • Dictaphone/Some shorthand • Presentation Skills • CPR/First Aid • EMT - D • Enrollments/Sign-ups • Customer Service • Team Player • Instructor
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SELECTED WORK EXPERIENCE

- 6/2003 - Present **Exec. Admin. Spec.** EXTREME INTERNATIONAL POWER, INC.
BURLINGTON/NJ
- Plan and oversee all facets of martial art shows, and military/law enforcement training preparations. Create advertising strategies and organization for merchandise and sports products. Oversee all monies and company growth/Bookkeeper. Monitor govt./state billing and contracts. Delegate function duties. Hire talent and event facilities.
- 8/2001 - Present **Program Director/Instructor (part-time)** GOLDEN'S KARATE & KICKBOXING
BURLINGTON/NJ
- Oversee all business functions, organize staff schedules and duties, complete all accounting and banking transactions, maintain customer sign-ups and satisfaction as well as monitor instruction of classes. School has grown to 3 locations with approximately 300 students. Other duties include summer camp program design, fundraiser and travel arrangements, after school program development, and client retention. Part-time night position, 2 nights per week.
- 10/1998 – 10/2000 **Dispatcher/Class II Police Officer** BURLINGTON TWP PD
BURLINGTON/NJ
- Ran all facets of front dispatch area, maintained reports, communication verbal/written with officers, finger-printed, customer service, and computer entry. Trained in academy environment, handcuffing, firearms, defensive driving, investigations, state law, and public service. Loved position but did not care for inter-departmental dishonesty.
- 6/1995 – 10/1998 **Office Manager of US Research & Dev. Dept.** AMERICAN CYANAMID
PRINCETON/NJ
- Managed and supported two directors of the US Res. & Dev. Dept. consisting of 48 agriculturalists. All

office duties, reports, communications, meetings, and travel. Company downsized.

AWARDS & CERTIFICATIONS

Black Belt 1 st Dan – Kun Gek Do	2005
World Karate Union – Instructor of the Year Award	2004
Zikdokan Arnis Stick & Knife Certification	2003
Superior Service Award – Golden's Karate & Kickboxing	2003
Police Training Commission of NJ Police Officer Certification	2000
PR-24/Monod knock/Handcuffing/Fingerprinting Certifications	1999
NCIC Computer Certification – State of NJ	1999
New World Systems Certification (Train the Trainer)	1998
NJ Emergency Medical Technician Certification (EMT D)	1998
Time Systems Certification	1997
Taking on New Assignments Certificate	1997
Performance Planning Certificate	1996
Diversity Training Certificate	1996
ICS Child Day Care Certification	1994
Office Automation Certification	1993

REFERENCES

Deanna March
Capital Health Systems
(609) 273-7960

Eric Golden, CEO
Extreme International Power, Inc.
(609) 239-4526 or (609) 386-8918

Sgt. Ronald Leonard
Burlington Township Police
(609) 387-2019

Frank Tenne, Director (deceased)
American Cyanamid
(609) 799-2000