



# ABUNDANT ADMINISTRATIVE SERVICES

Greater Reno/Carson City Area, Nevada  
(775) 230-7209 • www.abundantadmin.com

## Marit K. Fox, Founder/CEO

- Company founded in November 2004.
- Administrative and business support to a diverse client base such as:
  - Professional Association of Exporters and Importers (current)
  - Public Relations Society of America—San Francisco Chapter (current)
  - National Association of Women Business Owners—Silicon Valley
  - National Speakers Association of Northern California
  - Various small businesses, solo entrepreneurs and consultants primarily in the marketing, executive coaching, and leadership training segments
- Consult with clients on a wide array of projects from concept to finish delivering consistent results.
- Continuously open revenue streams by widening scope of services which further support clients in their specific industry or field.

### AREAS OF EXPERTISE:

- E-Newsletters/CRM Process
- Event Planning/Management
- PowerPoint Presentations
- Desktop Publishing & Word Processing
- Basic WordPress Website Maintenance
- Calendar/Schedule Management
- Travel Coordination/Planning
- Internet Research
- Database management & maintenance
- Digital transcription
- Online Business Management
- Speaker Assistance Services

### SKILLS:

**Microsoft Office Suite:** Word, Excel, PowerPoint, Publisher, Outlook

**Other Applications:** Adobe Acrobat, Photoshop, business writing, basic HTML coding

**Web-based applications:** iContact, Constant Contact, Mailchimp, Google applications, BaseCamp, Facebook, LinkedIn, Eventbrite.com, Slack, Zoom, WordPress, Hootsuite, Authorize.net, PayPal, and other miscellaneous web-based applications.

### CERTIFICATIONS:



Professional Virtual Speakers Assistant



Online Business Manager



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### **Marit K. Fox PRIOR WORK EXPERIENCE**

#### **OFFICE ADMINISTRATOR**

July, 2001-April 2004

Priority One Legal Document Services, San Jose, CA  
(Paralegal Services with Emphasis on Family Law)

- Reporting to Owner served as first contact, administrative assistant and liaison to prospective/existing clients and other callers
- Met with clients to collect signatures, provide general information and review legal documents for accuracy
- Prepared legal documents and handled various small business operations, i.e. supply purchasing, budget control, invoicing, appointment scheduling and other duties as needed
- Gained extensive knowledge of family law and associated legal document procedures

#### **VARIOUS POSITIONS – J. C. PENNEY CO.**

Cupertino/San Jose/Mountain View/Sunnyvale, CA

1988-1996

Office Supervisor, Mountain View/Sunnyvale (1991-1996)

- Managed four segments in store operations: Cash Room, Data Entry, Purchase Orders/Invoices, and Inventory Audits
- Hired, trained and fully developed four administrative associates
- Performed daily audit of store sales receipts, daily store cash room receipts as well as review of data entry, invoices, purchasing documentation

Merchandise Management Trainee, Cupertino (1990-1991)

- Underwent one year intensive program, reporting to two managers
- Interacted with vendors, ordered merchandise, performed sales associate scheduling
- Conducted inventory audits and generated sales analysis and reports

Sales Associate in Dress Department, Cupertino (1988-1990)

#### **EDUCATION:**

- AA Degree in Business—May 2009; MISSION COLLEGE, Santa Clara, CA

#### **HIGHLIGHTS:**

- President, Professional Association of Support Services (PASS)—2010-2011
- Board of Directors, Secretary, National Association of Women Business Owners of Silicon Valley—2007-2009
- Aglow International – a Worldwide Non-profit Interdenominational Christian Women's Organization—1989-2005
  - Positions: Area President; Vice President of Leadership Development; Vice President of Special Events; Vice President of Financial Development; Local Chapter President