

ROBERT DIEGO WILLIAMS

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OBJECTIVES

Seeking a responsible position as a Production / Personal Assistant to utilize my skills and abilities to fulfill the needs of clients and the organization.

SKILLS

•Exceptionally dependable. •Proven ability to be punctual. •Strong ability to follow directions precisely and willingness to work long hours. •Strong enthusiasm, cheerfulness with deep professional attitude. Great ability to make quick decisions. Performed all tasks required before during and after making television programs. Perform on-set and off-set duties as asked by the producer and crew •Performed all administrative tasks to ensure smooth and efficient operations, prepared and distributed materials, attended and participated in major production meetings, performed data entry, and used personal vehicle to run errands.

PROFESSIONAL WORK HISTORY

Television

T.I Road to Redemption 45 Days to Go /M T V	Atlanta Ga	Sept 2009
So You Think You Can Dance Fox/ Dance Nation Productions 2010	Atlanta Ga	Jan
American Got Talent NBC/ Marathon	Atlanta Ga	March 2010
Family Feud ABC / Georgia Entertainment	Atlanta Ga	June 2010

Commercial

Aarons Rentals 25/7 Productions	Atlanta Ga	Oct 2009
The Braves Baseball KD Entertainment / Doctrine Productions 2009	Atlanta Ga	Nov
Big Lots	Atlanta Ga	Oct 2010

Personal Assistant

Celebrity Personal Assistant **Miami FL Jan 2011 – Dec 2013**
Perform duties and discharge responsibilities as and when requested by the celebrity. Receive telephone calls, emails, and letters and contracts forms of correspondence on behalf of the celebrity. Make traveling, food and accommodations arrangement for business of personal tours. Make payment of bills on time, manage home and

office of the celebrity and maintain orderliness. Perform administrative duties such as filing, typing, and copying documents. Coordinate & arrange meetings, prepare agendas and other related documents Arrange detailed travel plans and itineraries and compile documents and expenses for travel-related meetings. Proficient with Outlook, Word, Excel, Power Point and internet research

Salon Manager

Unique Creations Hair Studios

Assistant Manager

McDonough, Ga 04-2014 –

Present

Competent in transforming effective marketing strategies in launching new products based on market research and customer specifications, which resulted to development of market share and optimization of organizational revenue. Capable of establishing professional relationships with customers, vendors, and executives within multiple industries while maximizing sales opportunities. Assume control to all financial aspects of the independent cosmetology business, including prices setting, monthly expense budgeting, advertising and promotions, ordering, bank transactions management, balancing, as well as credit card merchant account setup and maintenance. Carried out HR functions, including hiring, firing, and evaluating staff as well as pay and raises negotiation. Worked on balancing the cash register; administering bookkeeping at the end of each week; and handling bank deposits and change withdrawals. Ensured stock availability by ordering supplies and retail product for the salon.

EDUCATION

David Starr Jordan High School

2004 Jun