

## **Socorro I. McKinney**

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Socorro I. McKinney, an administrative assistant/office manager with over ten years of experience in computer-rich corporate settings from startups to Fortune 500 companies. Previous employers have included profit and non-profit companies, educational institutions, and professionals in the Boston metropolitan area and New York. Experienced in all areas of office management, e-publishing, website maintenance, communications, and general secretarial services. Enjoys learning and applying new technologies to job requirements.

Ms. McKinney received her Associates Degree in Computer Sciences from Sacred Heart University (1984) and a Certificate in Secretarial Sciences from MBTI Business Institute in 1983. She also received her Certificate in Marketing and Advertising from New York University School of Continuing Studies (1993).

### **Employment Experience**

- 1997-Present **First Website Company, LLC** **Arlington, MA**  
Administrative Assistant/Office Manager/Webmaster. General administrative work including sales and marketing support. Prepares specialized marketing pieces. Creates and maintains websites for company and outside clients. Prepared the following sites: **EverythingHarvard.com**, **OilOfTara.com**, **ThinkAboutIt.org**, **Needlepoint-Boston.com**, and **MalloyGroup.com**. Proficient in Adobe Photoshop, ImageReady, PageMaker; MS Office Suite.
- 1998-Present **Cambridge Pharmaceutical Laboratories** **Arlington, MA**  
Office Manager/Controller. Small specialty pharmaceutical company manufactures and sells skin treatments through the internet and retailers. Handled order fulfillment, bookkeeping, reporting, customer contact, and provides marketing assistance. Set up and maintains QuickBooks accounting system.
- 1994-96 **Financial Guaranty Insurance Corp.** **New York, NY**  
Secondary Markets Administrator. Coordinated policy issues for secondary lines of business. Provided daily phone coverage, coordinated and managed all administrative aspects of bond closing, including review of legal documents, opinions, and FGIC disclosure language.
- 1993-94 **Electronic Arts Corporation** **New York, NY**  
Administrative Assistant. Administrative and sales support to Regional Sales Director, coordinated and attended regional trade shows, prepared monthly sales report containing sell-through information on major account. Produced monthly newsletter.
- 1988-93 **Coffee, Sugar, & Cocoa Exchange** **New York, NY**  
Junior Project Analyst/Member Services Coordinator. Performed Help Desk function. Managed all software/hardware problem reports. Resolved majority of software calls. Interfaced with all levels of employees. Assisted training specialist with technical manual production and training. Prepared monthly status reports for senior management. Assisted in the collection and preparation of full and associate membership applications for floor traders.

## Education and Training

- 1993-94      **New York University**      **New York, NY**  
Certificate in Marketing and Advertising. Attended night school at School of Continuing Studies to update and improve professional skills.
- 1984      **MBTI/Business Institute**      **San Juan, PR**  
Certificate in Secretarial Science. Took year off during college to acquire office skills at a professional level. Returned to complete degree program.
- 1980-85      **Sacred Heart University**      **San Juan, PR**  
Associates Degree in Computer Science

## Other Activities

- 1996-Present      **American Institute for Mindfulness**      **Arlington, MA**  
Clerk. Small educational, charitable non-profit (501(c)(3) institute. Maintain books, file annual reports to state and federal governments. Constructed website, assisted in production of materials, assisted with e-publishing tasks.

## Other Interests

Knitting, reading, shopping, web surfing and health and fitness.

## References

Upon Request