

JOEN MADONNA

San Francisco • California

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RÉSUMÉ

EDUCATION AND TRAINING

University of California, Berkeley, B.A. Geography (Honors), *Summa Cum Laude*, August 2006

City College of San Francisco, A.A., May 2004

The Industrial Society, London, England, "Speaking to Groups" Course, February 2000

AWARDS

Departmental Citation, Geography, May 2006

Haas Scholars Fellowship, funded full-year self-directed Senior Honors Thesis, 2005-2006

SF-Rocks Earth Science Internship, funded mentorship of 9th grade science class, 2003-2004

Audrey Jean Zimmerman Scholarship, 2003

Honorable Mention, Photography, Journalism Association of Community Colleges, 2003

WORK EXPERIENCE

Owner

JOEN Independent Office Services, San Francisco, CA, March 2000-Present

Business management, development, and operations contract service, including bookkeeping and project management.

Sustainability Summit Coordinator and Committee Administrative Staff

Chancellors Advisory Committee on Sustainability, UC Berkeley, September 2004-May 2006

Group leader of students collecting data for UC Berkeley's first Sustainability Assessment.

Responsible for project management including design, layout and complete printed document.

Hired as Administrative Staff to maintain committee functions, including full responsibility for planning the 2nd and 3rd annual campus-wide Sustainability Summits.

Office Manager; North America Outside Sales Executive

Workshare Technology Inc, San Francisco, CA, April 1999-March 2000

Established and maintained bookkeeping, office operations, and human resources procedures for North American software sales office. Sold fastest-growing document comparison utility software to top 100 US law firms. Identified prospects, communicated via telephone, letters, and email, and closed sales. Conducted on-site meetings and demonstrations to groups of 2 to 30 people, including trade-show representation and managing channel sales contacts.

Office Manager and Sales

State Farm Insurance Company, San Francisco, CA, August 1994-April 1999

California-licensed fire, casualty, and life insurance broker-agent. Used vast product knowledge to counsel and close sales on wide range of insurance products. Maintained existing clients' accounts including policy additions, renewal recommendations, and claims support.

ADDITIONAL WORK EXPERIENCE

Administrative Assistant

Frederick H. Prince & Co., Inc., Washington, D.C. 1994

Travel Agent

United Industries, Inc., Norman, OK 1993

Front Desk Representative

Ramada Inn, Norman, OK 1992- 1993

Accounting Staff, Reconciliations Expert

Mercantile National Bank, Los Angeles, CA 1990-1992

REFERENCES AVAILABLE UPON REQUEST.