



Patricia A. DiMiceli

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Organizing... Motivating Expert Works Well Under Stress

Experience 2/2000 - Present Organizing Made Simple Annapolis, MD
Professional Organizer
 Evaluate the needs, flow of information/materials, and desires of clients (home/business/boat). Categorize/organize their space into a system that works for them, then design, order and install a wide variety of organizing systems from "off-the-shelf" to custom.

4/1994 - 4/1995 Florida Builder Appliances Pompano Beach, FL
Customer Service
 Maintained files for builder clientele purchasing high-end appliances for their new homes. Answered "customer service" calls.

5/1993 - 2/2001 Tobias & Co. Annapolis, MD
Writer, Sign maker, Woodworker
 Produced "Brightwork, the Art of Varnishing," a "how-to" video on varnishing boats. Wrote "Embrace the Angel," a book about my daughter, Amber's journey through cancer. Created various sandblasted, carved signs for businesses (portfolio available @ interview). Maintained varnished brightwork (teak wood trim on yachts), including woodworking projects.

Education Anne Arundel Community College Arnold, MD
Microsoft Office XP: Word, Excel, Access, PowerPoint: Level 2 Certification

American Red Cross Central Maryland Chapter
First Aid & CPR: Certification

Anne Arundel Conflict Resolution Center
Mediator: Certification

Anne Arundel Community College:
Travel Agent: Certification

Mount San Antonio College US-CA-Walnut
Social Science: Some College Coursework Completed

Affiliations National Association of Professional Organizers 1/2001 - Present member
 Parole Rotary Club—Annapolis 4/1997 - 1/2001 member
 Toastmasters (public speaking) 2/1996 - 10/1998 member

Skills

Skill Name	Skill Level	Last Used	Experience
Organizing	Expert	Currently used	5 years
Customer Service	Expert	Currently used	20 years
Project Management	Expert	Currently used	20 years
Scheduling	Expert	Currently used	20 years
Public Speaking	Intermediate	3 years ago	15 years
Estimating	Expert	Currently used	20 years
Microsoft Office XP	Intermediate	Currently used	3 years

Life Goal **Transforming adversity into triumph... chaos into calm.**
 Seeking out and finding the optimistic, uplifting, and inspiring element in a variety of situations and building upon this course for the benefit of others is my passion. I enjoy being a vital part of a team working towards a worthwhile goal.