

# Marcia L. Blake

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6133 Molly Malone Ct. Las Vegas, NV 89130 (702) 219-1499

## Work History

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|---------------------------|---|
| March 2001<br>Present     | Executive Director-James Seastrand Helping Hands of North Las Vegas, North Las Vegas NV<br>Managing employees, writing grants, creating new programs, accounting, payroll, data entry, grant reporting, securing donations both financial and in-kind, ambassador for agency in the community, write and review policies and procedures, recruit and oversee volunteers, work with government officials to improve services in our community.   |
| May 1997<br>February 2001 | Department Manager -- Neiman Marcus, Las Vegas, NV<br>Assisting the sales associates. Communicating with buyers for new stock. Scheduling sales associates and stock person. Merchandising sales floor. Reconciling of all paper work. Handling associate and customer complaints. Working together with other Managers to accomplish store goals. Training new associates on the Terminal and Clientele systems set up by Neiman Marcus. Extracting data from the system to use for month-end, season-end, and year-end recaps. Planning special events and promotions for individual vendors. Other projects assigned by store manager.   |
| May 1997<br>June 1994     | Merchandise Coordinator -- Neiman Marcus, Las Vegas, NV<br>Assisting Department Managers . Entering cosmetic and fragrance orders into the system. Handling stock problems within the individual cosmetic lines. Scheduling of associates and makeup artist. Interacting with representatives from different cosmetics companies. Extracting data from the system to use for month-end, season-end, and year-end recaps. Analyzing data for the use of increasing business. Handling customer and associate complaints. Training new associates on the Terminal and Clientele systems setup by Neiman Marcus. Reconciling transfer and price change journals. Keeping track of vendor-sponsored contest. Checking associate and makeup artist timekeeping. Checking in new merchandise, marking down markdown merchandise as well as, checking in and entering transfers. Calling on special orders and entering them into the computer system. Keeping the stock room clean and up to audit standards. Ordering supplies from receiving. Other projects assigned by manager. |

- September 1993-  
December 1993      Internship -- Neiman Marcus, Las Vegas, NV  
Assisting the Cosmetics Manager in preparing pre-wrapped items for Christmas. Interacting with representatives from different cosmetic companies. Entering cosmetic and fragrance orders into the computer. Handling employee and customer complaints. Learning the company computer systems and paper work procedures.
- June 1988-  
April 1994      Supervisor -- Hardee's, Sandy, UT    Cashier, Cook, Manager.  
Responsible for personnel files and employee training.  
Preparing and making daily deposits, resolving customer complaints, handling employee complaints, and running shifts.

### **Education**

- September 1990-  
April 1994      Brigham Young University  
Provo, UT  
Bachelor of Science: Fashion Merchandising  
Minor: Business Management
- September 1989-  
June 1990      Salt Lake Community College  
Salt Lake City, UT

### **Activities**

- Chairperson for Regional Aging and Disability Committee 2013-Present
- Member of Traffic and Road Advisor Board for City of North Las Vegas 2005-2008
- Board Member Seastrands Helping Hands 1998-2001
- Member of Committee for Higher Ethics in Government
- DECA 1989-90 President 1990
- DECA 1st Place State Winner, Top 30 at  
Nationals, 1st Place Snow College Competition,  
1st Place District Competition
- Various leadership positions in church