

Deana Grenier

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Website: <https://www.deanagrenier.com/>

Career Objective:

- To contribute to an organization or person's goals.

Education:

Business Management Marketing
Bachelor's Degree Program
Rhode Island College

Currently Enrolled
Part time

Associates Degree in Business Management – Marketing
Community College of Rhode Island

2018

Related Coursework:

- Marketing Communications Advertising Principles
- Business Management Managerial Accounting
- Principles of Micro and Macro Economics
- Law of Contracts Oral Communications

Associates Degree in Liberal Arts – General Studies
Community College of Rhode Island

2018

- Sociology Western Civilization
- Philosophy Physics
- American National Government
- The Solar System Literature

Certificate in Social Work
Community College of Rhode Island

2014

Related Coursework:

- Drugs and Human Behavior Psychology
- Assessment and Interviewing for Treatment Planning
- Therapeutic Intervention: Working with Individuals

Certificate in Office Management and Bookkeeping
Sawyer Business School

1991

Employment History:

Life Coach, Recovery/Spiritual Coach & Motivational Speaker
Providence, RI

2018-Present

- Created and maintain Website at <https://www.deanagrenier.com/>

Author Untwisting the Twisted – Healing the Broken Soul
Providence, RI

2018 – Present

- My personal story of recovery through many different paths and over the course of 30 years!

The Rhode Island Echo 2014 - Present
Marketing Manager

- Created and maintain Website at <http://www.therhodeislandecho.com>
- Use social media to help promote business
- Record and Edit promotional videos for website
- Responsible for compiling monthly events listing for publishing in paper

The Rhode Island Echo 2014 - Present
Accounts Receivable

- Prepare and maintain monthly Accounts Receivable
- Provide excellent customer service

Lyft Driver 2016-2018

- Maintain a clean and inviting vehicle for passengers.
- Communicate with passengers, offering a safe and welcoming ride to their destination.
- Providing superior customer service with a sense of urgency, safety and kindness.
(This was a great job for me while I was attending college full time.)

Century 21 Access America 2004 - 2014
Assistant to The President and Owner

- Maintained accurate records for a large real estate firm.
- Provided administrative support services

Manager of Singer Songwriter Ellyn Fleming 1991-2013

- Booked shows throughout New England and performed sound engineering duties
- Recorded several albums using Pro-Tools computer software.
- Created Website
- Recorded promotional videos
- Created and utilized promotional materials both online and for mailing.

Tax Accounting Firm 1991-2012
Newport, RI

- Completed bookkeeping on many different systems through trial balance.
- Completed weekly, monthly and yearly payroll services.
- Maintained both accounts payables and receivables.
- Prepared monthly billings for mailing

Volunteer and Internship 2013-2014

Anchor Recovery Community Center
Pawtucket, Rhode Island

- Used social media to help grow and promote business
- Maintained and updated website
- Created monthly calendar of events
- Developed spreadsheets to better control flow of work for the center
- Provided peer recovery support services to people who came to the center

Certification:

Recovery Coach 2013
State of Rhode Island

References:

Robert Duva
The Rhode Island Echo
Providence, RI
401-258-7253
Business reference known for 5 years

Michael Poulin
The Rhode Island Echo
Providence, RI
508-369-3652
Business reference known for 5 years.

David Lawrence, Owner
Century 21 Access America
Newport, RI
401-849-9192
Business reference known for 20 years

Ellyn Fleming
Singer/Songwriter
Newport, RI
Personal and business reference known 25 years.
401-619-4193

Kathleen Walsh
Owner Bellevue Beauty Walk
Newport, RI
Business reference known for 15 years
401-845-0800