***Dagmar M. Thornton***

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**Professional Objective**

* *“Challenge my skills and knowledge to positively impact each goal of the company”.*

**Employment History**

Central Millwork *Dallas, TX 10/2017-Present*

* Accounting (Telecommute) – Supporting our family business by keeping the multiple clients accounts up to date. Working with the head of millwork fabrication and the project managers to make projections on the percentage of production that can be accomplished by end of the month, and based on this prepare payment applications, constantly maintaining communication with the clients in regards to their projects and accounts.

The Palace Design *Farmers Branch, TX 09/2013-01/2015*

* Director of Marketing and Sales – Promoting the company growth through new processes and image with the goal of acquiring new and retaining existing customers; applying Marketing and Human Resources Principles.

Marriott International *Arlington, VA 10/2007-12/2007*

* Internship – Working at both Crystal City Marriott and Crystal City Gateway supporting HR Management by assisting associates with understanding benefit packages, IT systems; as well as organizing staffing events and proceedings.

Sisteco S.R.L. *La Paz, Bolivia 05/1998-08/2003*

* Director of Advertisement and Sales – Oversaw accounting department and supervised sales personnel. Directed Sisteco’s campaign for promoting COMPAQ sales for Sisteco’s top markets.

Foqus  *La Paz, Bolivia 01-12/1997*

* Producer – Interviewed and hired staff involved in film production for TV commercials including model casting and scenario designers. Selected and revised scripts and managed all aspects of production including sales and marketing.

Translations & Interpretations (Freelance) *Bolivia/USA 2002-Present*

* Translations – For several years I am supporting a Bolivian *style corrector* who makes comments and suggestions to editors before they publish their books, articles, and other projects; when she gets documents that need to be translated either to English-Spanish or Spanish-English.
* Interpretations – In Bolivia, in 2002 I worked as a interpreter during a big conference in *Banco Mundial* (World Bank). From then, the Bank used to call me occasionally me when they needed assistance with one on one meetings. I came to the United States in 2003, since then I work as a volunteer interpreter for Hispanics who need a Spanish speaker interpreter that can support them when they have an appointment with a doctor or a lawyer. Also in other instances such as going to the Department of Motor vehicles.

**Education**

Marymount University

* Masters in Human Resource Management *Arlington, VA 2006 - 2007*

*Accumulative GPA 3.9*

* Organization Development Graduate Certificate *Arlington, VA 2007*

*Accumulative GPA 3.9*

Northern Virginia Community College *Alexandria, VA 2006*

* Human Resource Management

*Independent Courses (21 credits) Accumulative GPA 4.0*

University Our Lady of Peace *La Paz, Bolivia 1996 - 2001*

* Bachelors in Advertisement and Communication

*Accumulative GPA 3.56*

*Honored as Third best class student*

*Honored as Second Highest Thesis Score (93/100)*

Monica Herrera Institute *Santiago, Chile 1995*

* Bachelors in Advertisement and Communication - *No degree earned*

Saint Andrew’s School *La Paz, Bolivia 1982 - 1994*

* High school Diploma

**Relevant Information and affiliations**

* Member of the National Scholastic Honor Society Delta Epsilon Sigma
* Member of the Society of Human Resources Management (SHRM)
* PC proficiency and strong computer skills
* Bilingual (Spanish)