

Barbie Dallmann, CPRW, CMICP

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Professional Profile

- ◆ 25+ years of successful business ownership in office support services industry, with expertise in:
 - ▶ Bookkeeping and Business Consulting for Businesses & Individuals
 - ▶ Payroll Processing
 - ▶ Word Processing
 - ▶ Desktop Publishing
 - ▶ Seminars & Training
 - ▶ Writing, Editing, and Proofreading
 - ▶ Data Base Management
 - ▶ Presentation Overheads & Slides
 - ▶ Document and Forms Design
- ◆ Certified Professional Résumé Writer with 15+ years' experience in résumé writing for a variety of professions, job search coaching, and interview skills training
- ◆ Published author with 17+ years' experience in presentations and training
- ◆ Small Business Administration's WV Home-Based Business Advocate of 2001
- ◆ Knowledgeable, customer-oriented service provider with a reputation for excellence
- ◆ Lifelong learner who is equally comfortable in the roles of student and teacher
- ◆ Consistent adherent to Professional Industry's Code of Ethics
- ◆ Regular attendee of industry-sanctioned continuing education classes and seminars

Presentations & Publications

- ◆ *Getting the Most from Your Conference Investment*, NRWA, San Diego, CA
- ◆ *Who (or What!) Is Driving Your Life? Strategies for Reclaiming Your Rightful Place Behind the Wheel*, IVAA, San Francisco, CA
- ◆ *Power Talking: How to Say What You Mean and Get What You Want*, NRWA, Las Vegas, Nevada
- ◆ *Stress Management for Business Owners*, NRWA, Chicago; ABSSI, San Diego
- ◆ *Résumé Writing 101*, ABSSI, Minneapolis, Minnesota
- ◆ *Starting a Home-Based Business*, SBA/SCORE, South Charleston, West Virginia
- ◆ *Small Business Start-up & Management*, PARW, Phoenix, Arizona
- ◆ *Vision Driven Résumés*, Corps of Engineers, Huntington, West Virginia
- ◆ *Pricing & Prosperity*, ABSSI, San Francisco, California
- ◆ *Evaluating Customer Satisfaction*, ABSSI, Orlando, Florida
- ◆ Regular columnist, *Keyboard Connection* (national industry publication)
- ◆ Contributing writer, *Home Office Computing* magazine
- ◆ Contributing writer, *SOS*, *The Home Row*, *ABSSI Industry Focus*, *The Word Advantage*, and *PARW Spotlight* (national industry publications)
- ◆ Contributing writer to the books: *101 Best Résumés*; *101 More Best Résumés*; *Gallery of Best Résumés for People Without a Four-Year Degree*; *Professional Résumés for Accounting, Tax, Finance, and Law*; *Professional Résumés for Tax and Accounting Occupations*; *Professional Résumés for Executives, Managers, and Other Administrators*; *Gallery of Best Résumés for Two-Year Degrees*; *America's Top Résumés for America's Top Jobs*; *The Lighter Side of Operating a Secretarial Service*; and *Beyond the Magpie*

Professional Affiliations

- ◆ American Institute of Professional Bookkeepers (AIPB) (member, 6 years)
- ◆ Small Business Administration, SCORE – Counselors to America's Small Business (10 years)
- ◆ International Virtual Assistants Association (IVAA) (5 years)
- ◆ Association of Business Support Services International (ABSSI) (13 years)
- ◆ National Résumé Writers' Association (NRWA) (5 years)
- ◆ Professional Association of Résumé Writers (PARW) (6 years)
- ◆ National Certification Board of PARW (appointed position) (former evaluator)
- ◆ Society for the Preservation of the English Language and Literature (member)
- ◆ Charleston Women's Forum (former Executive Committee member, 7 years)
- ◆ Friendship Force International (former Board member, 3 years)
- ◆ Toastmasters International (member, 6 years; officer, 2 years)

Professional Experience

Happy Fingers Word Processing & Business Services

1984 to Present

President

Professional office support services, business consulting, bookkeeping, payroll, résumé development, interview skills training, job search coaching, professional writing and editing, word processing, and desktop publishing

Barefoot Coaching

2007 to Present

President

Master integrative coaching professional providing transformational coaching services in the areas of business, career, self-esteem, courage, and change

Education

- ◆ Certified Master Integrative Coach Professional, Ford Institute of Integrative Coaching at JFK University, Pleasant Hill, California, January 2007 (*Certified in Best Year, Blueprint, Future-Focused, and Courage Coaching Models*)
- ◆ *Continuing Education:*
 - ▶ Labor Law, Personnel & Payroll Practices
 - ▶ Toastmasters International (ATM)
 - ▶ Résumé Writing and Job Search
 - ▶ Computer Program Applications
 - ▶ High-Impact Layout and Design
 - ▶ Journalism and Creative Writing
 - ▶ Editing for Grammar, Word Usage, and Punctuation
- ◆ *West Virginia State College, Institute, WV, Accounting Major, 1979-1983*