

# Andrew K. Domino

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## QUALIFICATIONS

- Ability to prioritize responsibilities/multi-task
- Creativity in process improvement
- Customer service
- Internet research and communication
- Interpersonal skills
- Meet daily production deadlines
- Organizational experience
- Project management
- Quick project turn-around times
- Staff leadership
- Transcription
- Written and oral communication

## WORK EXPERIENCE

**Northwestern Mutual Financial Network**, Portage, MI October 2011 to present  
*Investment and insurance sales and service for nation's largest direct provider of individual life insurance.*

Financial Representative Assistant (for multiple Financial Representatives May 2011 to August 2011)

- Primary contact for clients, most with net worth of \$1 million or more.
- Responsible for multiple daily requests for adjustments and information on financial and legal personal data.
- Maintain client management system, highlighting accuracy and timeliness of activity.

**Renewable Energy Technology/South Haven Redevelopment**, South Haven, MI August 2011 to present  
*Owner and operator of bio-fuel processing plant and real estate development firm.*

Legal Assistant

- Write and edit legal and financial communications for attorney affiliated with local law firm and multimillion dollar lawsuit.
- Research and compose interrogatories, requests for admission and witness lists for lawsuit.
- Contribute correspondence and marketing materials for multiple development projects, including alternative fuel processor and recreational vehicle vacation park.

**Multiple publications**, Kalamazoo, MI February 2007 to July 2009, January 2011 to present

Freelance Writer

- *MiBiz* newspaper: Writing in-depth profiles of companies and the people behind them, also enterprise articles on employment and local industry.
- Researched and produced grant proposal for client within Kalamazoo Public Schools, seen by district Board of Education and Michigan Department of Education.
- Assignments to design and produce business cards, advertising brochures and other marketing materials for clients.

**Pfizer Records Service Center via Manpower, Portage, MI**

June 2008 to December 2010

*Corporate medical and legal documents storage for all U.S. operations of major pharmaceutical corporation.*

Document Imaging Associate

- Checked for accuracy of official records of legal, medical and promotional materials for pharmaceutical researchers and medical professionals.
- Produced legacy copies of documents for permanent corporate records warehouse.
- Created in-house print templates to improve process flow and metrics of high-volume intake of technical information.

## WORK-RELATED ACTIVITIES

**Lakeview High School, Battle Creek, MI**

2011

*Official school clubs for visual arts and Japanese language and culture.*

Grant Writer

- Wrote \$500 grant approved by Lakeview Schools Educational Foundation

## PERSONAL

Skilled with Windows and Mac operating systems, Word, Excel, PowerPoint, OpenOffice

Japanese language: novice level

National Career Readiness Certificate: Gold level

Driver of forklift and Crown WAVE (Work Assist Vehicle)

Type 69 words per minute

Member: Sierra Club

Eagle Scout

## EDUCATION

**Western Michigan University**

(through Gatlin Education Services)

Kalamazoo, MI

April 2011 to November 2011

Paralegal (certification)

**Specs Howard School of**

**Broadcast Arts**

Southfield, MI

February 2002 to October 2002

Video Production

(non-certification)

**Western Michigan University**

Kalamazoo, MI

August 1995 to April 1999

BA English