Team B Skills Matrix

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Team B | Expertise | Management | Leadership | Administrative | Sales | Financial | Operations | Computer  Proficient | Education  Degree |
| D. M. | Executive Assistant  Realtor | x | x | x | x |  |  | x | Real estate school  9 years real estate sales experience  22 years management experience  Business classes throughout career  Pursuing degree in business mgnt. |
| D. J. | Sales and Project Manager | x | x |  | x |  |  | x | Obtaining BS in Business Management |
| J.C. | Training & Operations  Management | x | x | x |  |  | x | x | Obtaining BS in Business  Management |
| J. H. | Insurance Agent & Broker |  | x | x | x |  |  | x | Associates degree in business administration, and graduate with BSM in January, 2011 |
| D. W. | Receptionist  Manager  Counselor Assistant | x | x | x |  |  |  | x | Obtaining a BS in Human Service/Management in Sept. 2010  Microsoft Specialist Certification  15 years Office Specialist  Pursuing Masters in Counseling  Certified Chemical Dependency Counselor Assistant |