

Cheryl Gough

PO Box 40605
Indianapolis, IN 46240
Direct: (317) 513-4853
Office: (317) 492-9526
victoria@victoriagrants.com
<http://www.victoriagrants.com>

OBJECTIVE: To enhance your business: increase sales, trim expenses and increase cash flow.

PROFESSIONAL EXPERIENCE :

Victoria Grant Enterprises Inc. Indiana, USA 1995 - Present

Business owner offering business management and consulting services, executive concierge services and voice talent services.

Contract business services to clients in a variety of industries: Music Recording, mortgage, embroidery & monogramming, film production, motor sports, translation, real estate, child psychology, custom home building, legal, and manufacturing.

- ▶ Set up and maintain accounting software systems, including instructional classes
- ▶ Creating and designing target marketing strategies.
- ▶ Implement office organization and logistical space including filing systems.
- ▶ PR, marketing and networking.
- ▶ Negotiate contracts and liaise with prospective clients.
- ▶ Personal executive assistant
- ▶ Production assistant.
- ▶ Bookkeeping and tax compliance.
- ▶ Voice talent for radio & TV commercials, oh hold, voice mail , dvd's and websites
- ▶ Virtual Assistant- work from my office or yours
- ▶ Weekly, bi-weekly, monthly, quarterly services

Contracted as professional voice-over talent for TV and radio, industrial videos and voice mail nationally in a variety of industries: film, motor sports, translation, airline, medical, internet, jewelry, and automobile. Voiced Winners for the Indianapolis Advertising Awards for numerous years locally and regionally.

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Prior to moving to the America:

Marketing and Sales, Australia

Responsible for retail clientele, sales, advertising, window display & design.

Prior to moving to the Australia:

Marketing Executive & Account Manager, England

Responsible for rental property management company.

Motor Sports Business Services and Activities

- ▶ Director of Business Development for F1 Velocity event in 2002.
- ▶ Assisted with PR/Marketing executive for Dick Simon racing Indy 500, 1994.
- ▶ Assisted with sponsors and hospitality at races.
- ▶ Formula 1, Formula 3000 & Formula 3 races in UK 1983-1992 in the UK, including Brands Hatch & Silverstone and Adelaide, Australia.
- ▶ Le Mann, France.
- ▶ IRL, IPS, CART & Champ Car, Formula 1 races in US venues; Surfers Paradise & Adelaide, Australia.
- ▶ Awards banquet and other racing events 1983-2006.

PROFESSIONAL ASSOCIATIONS:

Indianapolis Advertising Club

Entrepreneurs Alliance

Exchange Solutions Network

Association of International Women

Indianapolis Rugby Club

Business Women Connect

SKILLS & EDUCATION:

- ▶ Microsoft Windows 2000/Office
- ▶ Microsoft Word
- ▶ Excel
- ▶ Certified QuickBooks Pro Advisor
- ▶ Quicken
- ▶ Peachtree
- ▶ Act database

BUSINESS MANAGEMENT TRAINING:

Mt Gravatt College of TAFE

Queensland, Australia