Riki Tate

San Francisco, CA | rikictate@gmail.com | www.linkedin.com/in/rikitate | 415.832.0430

SKILLS

- Proactive communication and relationship-building for initiative, teamwork and industry networking.
- Social selling and strategic web-based networking to connect with value targets and exceed quotas.
- Basic knowledge of Apex syntax, Visualforce, triggers, and how to read HTML, Java, and JavaScript.
- Security and sharing models to finely control a user's access to different data from the database.
- Workflow rules to automatically assign tasks, update data or send e-mail alerts when events occur.

PROFESSIONAL EXPERIENCE

Phoenix Advanced Energy Labs Silicon Valley, California 2015-Present

Venture Capital Pitcher

- Pitch product specs, logistical timeline, developments updates, costs and revenues, and equity offerings.

VetsinTech San Francisco, California 2014-Present

Account Manager

- Outreach and use social selling methodology via Twitter, LinkedIn, and Facebook, and monitoring apps.
- Screen prospective trainees based on criteria including reputation, qualifications, and work experience.
- Design and develop the training program for all-veteran cohorts to prepare for Salesforce training and in the road to certification, including a tracking system for follow-ups, quality assurance, and reports.
- Build relationships with trainees via email, phone, and video calls to understand the support needed to pass the exam and know CRM, and create the necessary tools and means for them to succeed in the end.

Sr. Salesforce Administrator

- Cleanly design the Salesforce environment to match the company strategy and for scalability, using knowledge and skills of CRM implementation, integration, and triggers. Apply a broad knowledge of the full application capabilities, the features/functions available to an end user, and the configuration and management options available across the Sales Cloud, Service Cloud and Salesforce Chatter applications.

Project Manager

- Manage and scale the Salesforce Admin training program from 20 to 240 veterans trained annually by performing outreach recruitment, screening, registration and tracking using Salesforce, cloud apps and CRM.
- Prepare a $5 million grant application. (Previous: comprehended all separate requirements; researched, compiled, organized and created crucial data including org. chart with job descriptions and milestone chart and timeline; and solved all technical issues to submit a $350K grant application within a 1-month deadline.)
- Handled all logistics of trainees at first ever VetsinTech training on a military base for both veterans and current members of the CA National Guard by developing a project plan, performing site visits and creating communications and workflows for all trainees regarding meals, transportation and technical requirements.

Richard Milner Group, LLC (Client) San Francisco, California 2015-Present

Salesforce Administrator

- Manage data through migration, CVS imports and exports, mapping, creating fields, cleaning duplicates, organizing relationships, and refining hierarchies.

Vet-Tech Startup Accelerator (Client) Sunnyvale, California February, 2015

Salesforce Advisor

- Brainstormed 5 thorough options and provided intelligent feedback with respect to best practices, and designed the organization's first clear Salesforce project plan together with the Regional Director.

U.S. Army - Honorable Discharge 2005 - 2011

Healthcare Specialist (Combat Medic)

- Managed all emergency and nonemergency medical care and mental health support daily for 30+ patients during 14 month-long deployment as a medic embedded with front-line troops, and explained doctor-recommended treatment plans and the most effective way to navigate the healthcare landscape.
- Lead a 4-member team as senior instructor in emergency medicine to prepare 400+ servicemembers.
- Achieved 100% accountability of all essential medical equipment and supplies valued in total at $200,000+ for a company of 100+ servicemembers through 3 relocations.

EDUCATION

Salesforce University San Francisco, CA *Administration Essentials for New Admins (ADM 201)*

UC Berkeley Berkeley, California *B.A. American Studies (Interdisciplinary)*