

Objective:

Maintain long-term employment as a professional within a stable organization, while enjoying my work to its fullest!

Highlights of Qualifications:

- Proven organizational skills with attention to small details
- Over six years of supervisory experience, which included supervising one to six employees at a time
- Over twenty-three years of training people in the use of various PC programs along with policies and procedures
- Able to manage time and priorities efficiently
- Expert level of Microsoft Office programs, especially Word.

Professional Accomplishments:

Human Resources

- Completed new hire paperwork and new hire orientations for all new employees at several different locations
- Recruited for various positions. Such as: administrative, accounting, engineers, project managers, surveyors, construction managers, and support staff
- Completed status change paperwork and performance review paperwork
- Interpret benefits package to employees and reviewed benefit paperwork for accuracy
- Maintained confidential files and information, both hard and electronic copies, per government regulations
- Responded to HR related questions from employees at various locations
- Entered employee time cards into Quick Books Pro and Oracle Databases
- Investigated harassment complaints and resolved the conflicts
- Produced offer letters and helped corporate headquarters with applicant tracking
- Distributed updated benefit information
- Coordinated 401K meetings with external vendor

Supervisor

- Conducted bi-yearly reviews, rate reviews, discipline measures, and hiring of new staff
- Drafted schedules for support staff and employee events
- Supervised and coordinated various employee functions/events and client events including vendor relations.
- Trained management and staff on company procedures
- Coordinated design of new office space and move from old office to new office
- Designated as office contact for all vendors

Administrative Support

- Generated proposals, contracts, letters, transmittals, agendas, meeting minutes, project manuals, bid documents, reports, and various other correspondence.
- Responsible for budget tracking of projects and alerting management of errors
- Supported multiple project managers, scientists, engineers, presidents, vice presidents, CEOs, CFOs, regional managers, office leaders, and a fire chief.
- Accurate proofreader and typist
- Organized scientific and engineering libraries
- Market company with PowerPoint presentations to select groups
- Accountable for office and safety supply budgets and tracking
- Responsible for travel arrangements and meeting arrangements
- Responsible for professional conference exhibit booth
- Responsible for all aspects of employee, vendor, and client events in regards to scheduling, planning, and budgets.
- Responsible of all issues/updating of an Intertel phone system

Accounting

- Proficient in Quick Books Pro and Oracle Accounting Systems
- Coded accounts payable invoices for processing by corporate headquarters
- Paid accounts payable invoices using company checkbook
- Increased collection of past due accounts receivable
- Several years of general ledger experience

Work History:

2007-2014 W. W. Wheeler & Associates, Inc., Englewood, CO
Administrative Assistant

2002 – 2006 Stantec Consulting Inc., Denver, CO
Admin Coordinator (Office Manager)

Education:

Associate of Arts – Humanities, 1999, 3.75 GPA
Mt. San Jacinto College, San Jacinto, CA

Affiliations:

Former member of Special Libraries Association (SLA). Held the Affirmative Actions Chair in the San Diego, Ca. Chapter, 1998 - 1999. Public Relations Chair in the San Diego, Ca. Chapter, 1999 – 2000.