

MARIE A. KINDRED
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QUALIFICATIONS:

- Typing speed approximately **72 WPM**
- **Administrative Assistance/Executive Assistance** experienced learned through on the job experience
- **Microsoft Word 2007, PowerPoint, Excel, Now Up-to-Date Calendar, Acrobat, Outlook Calendar programs, In-house e-mail, internet e-mail**, learned through on the job experience. The ability to work on a **Mac or PC** as needed. Knowledge **Endnote, Access**.
- Inventory tracking experience promotional supplies, development brochures, pamphlets, etc.
- Facilitate all aspects of Conference booth selling.
- **Federal library research as requested.**
- Assist with grant application; research funding.
- Back-up **Executive Assistant** support to the Clinical Executive Vice-President of Clinical Affairs as needed for **eight years**.
- **Supervision** of volunteer(s) in a library setting.
- **Transcription/dictation** experience
- **Conference Coordinator**, take an active role in all aspects of conference coordination.

EXPERIENCE:

University Physicians, Inc., 12604 E. 17th Avenue, LOB, Aurora, CO 80045 12/31/08-Present
Administrative Assistant

- To provide administrative academic support to the Electrophysiology (EP), **nine physicians**, and Adult Congenital Heart Disease Programs (ACHD), **two physicians** in the division of Cardiology and Vascular Unit in the Department of Medicine at the University of Colorado Hospital such as, travel planning, conference registration, letters of support, assisting with their dossier promotions as they occur.
- Assists with all licensing & credentialing, reappointment for the **nine physicians** within the EP & **two physicians** in the ACHD programs.
- Correspondence letter writing as required.
- Tracking of five outreach clinics to ensure that proper documentation sent to UPI for billing.
- Membership renewal, new application submission to organizations applicable to their medicine EX: ACC, ACCP.
- **Scheduling calendar**, travel arrangements, process payment vouchers, process travel vouchers as needed in mycu.edu with concur online financing.
- Ordering office supplies as needed through CU Marketplace & ordering lab coats, pagers, business cards as needed for the physicians.
- **Conference coordinator** for the EP Aspen conference for the Speakers starting 2009 to 2012. In 2013, I took care of everything aspect of the conference. (Help with the contract, make the assigned PO payments, worked with the hotel on the reservation headcounts, menu decisions, work with the hotel event coordinator to decide on the conference room logistics, working with our printing to meet deadlines with the brochure, syllabus, and save the date card. Also, did the applications for the co-sponsorship with Heart Rhythm Society, and web management for conference registration. Applied for Vendor company grants for 5 companies ranging in money amounts **of \$30,000 to \$15000**. Also, worked with the vendor, hotel to secure exhibitor funding for each vendor to exhibit during the conference with an exhibit fee of \$5000. Attend conference to register and make sure everything ran smoothly. Also, taking care of reimbursement for all speaker travel and honorariums. Planning begins the 1st of each year and the conference is held either in September or October of each year.
- Apply for grant applications for Grand Rounds in the amount of \$3500 to \$5000 lecturers, and also apply for the grants for the conference entitle Colorado Arrhythmia Symposium in the amount of **\$30-\$15,000.00**. The ability to secure **\$95,000 to \$100,000.00 in grant funding** and exhibit fees every year of the conference.

National Native American AIDS Prevention Center, 720 S. Colorado Blvd., Suite 650-S, Denver, CO

Data Coordinator

06/04/07-12/30/2008

- Work in collaboration with program directors to ensure the timely and accurate gathering of client satisfaction surveys, CBA tracking and process indicators, and training evaluation information.
- Experience working American Indians, Alaska Natives, and Native Hawaiians.

- Creating excel spreadsheets to report data for CDC reporting.

Administrative Coordinator

10/08 - 12/30/08

- Assist with travel, flight and conference booth planning for staff as needed.
- Inventory tracking for all incentives for conference booth exhibits.
- Responsible for mailing distribution of all incentives to booth exhibits.
- Responsible for maintaining and email distribution of all current information on the listserv.
- Assisted the **Board of Directors** with their travel arrangements, distribution of meeting minutes, after transcribing minutes.

NATIONAL JEWISH MEDICAL AND RESEARCH CENTER, 1400 Jackson Street, Denver, CO. 303-388-4461

Administrative Assistant II

02/01/99 – 05/25/07

- Assisting with the **NIH grant application process**.
- Administrative support to the **Chief of Rheumatology** and three Faculty within the Division of Rheumatology, and two Pulmonologists in the Department of Medicine.
- **Types or word-processes** correspondence, memos, reports, or other documents to include formatting documents, spelling and punctuating accurately, proofreading and editing final copy.
- **Assists in preparation of presentations**, lectures, etc., with the use of **PowerPoint, Adobe**.
- Order supplies from various internal and/or external sources as needed or directed.
- Performs as a back-up for the **Executive Secretary** for the **Clinical Executive Vice-President** as needed.
- Maintains records, which includes processing vouchers, purchase and supply requisitions, expense reimbursements and monitoring expenditures, etc. as directed.

NATIVE AMERICAN RIGHTS FUND, 1506 Broadway, Boulder, Colorado 80302, 303-440-9801, ext. 7125.

Administrative Assistant

06/22/98 – 10/12/98

- Filing of all donor information received, **mail/routing to donors** in a timely efficient manner, **database maintenance**.
- Assistant the Development Director with any request pertaining to the **Board of Directors, travel, etc**.
- **Direct Mail** – Provided backup services to the Development Coordinator in all areas of direct mail efforts
Administrative and clerical support provided for Development department as needed on a daily basis.
- Assist with inventory **tracking of pamphlets, brochures, promotional supplies** for the Development department.

NATIVE AMERICAN RIGHTS FUND, National Indian Law Library, 1522 Broadway, Boulder, CO. 80302.

Librarian Assistant

303-440-9801, ext. 7125

12/93 to 06/22/98

- **Research of tribal document information** for tribal governments.
- **Setting up a booth at predominantly Native American conferences for our organization** to gain exposure and better public relations for other Native American non-profit organizations in Indian Country. Sold books, posters, T-shirts, etc., from our organizations as pamphlets in our booth.
- **Supervised all** volunteers for the Indian Law Library.

I worked for the Telephone Company for 17 years various locations before & after divestiture, (08/1978-07/94)

Qwest provides all current & former employees w/the services of Employment Verification (either w/ or w/out salary information). Employment verification is provided by a 3rd party vendor. You may contact The Work Number at (800) 996-7566 or at <http://www.theworknumber.com/>. Qwest's company code is 10527. NOTE: Qwest will not process written requests for employment verification. All written requests will be returned to the employee or employer w/instructions on how to use this service.

U S WEST COMMUNICATIONS, 1800 California St., Suite 4400, Denver, CO 80202.

Data Specialist

11/90 – 07/94

- Provide **secretarial support** to Director and his seven, 2nd level managers, as well as, 110 employees who reported directly to him.
- **Arrange meetings, conference planning, special projects**, typing of correspondence, **coordinate** calendars, schedule meetings, &, make travel arrangements. **Prepares expense reports** & bill payments & payroll.

US WEST SERVICE LINK, Sr. Data Admin & Operator,

1800 California St., Denver, CO 80202

10/85 – 11/90

AT&T COMMUNICATIONS, *Long Distance Operator*, Lakewood, CO

01/85 - 10/85

AT&T INFORMATION SYSTEMS, *District Reports Clerk/Payroll*, Englewood, CO

09/84 – 01/85

AT&T INFORMATION SYSTEMS, *Administrative Clerk/AP*, Rolling Meadows, Illinois

07/83 – 09/84

AT&T INFORMATION SYSTEMS, *District Reports Clerk/Payroll*, Englewood, CO

05/82 – 07/83

MOUNTAIN BELL, *DA/Long Distance Operator*, Cheyenne, WY

08/78 – 05/82

CITY & COUNTY OF CHEYENNE WYOMING, *Family Planning*, Cheyenne, WY

Outreach Worker
FAMILY PLANNING, Receptionist, Laramie, WY

07/76 – 08/78
01/76 - 07/76

EDUCATION:

Community College of Aurora, Aurora, CO.

08/05 – 05/06

Classical Hatha Yoga Instructor, 200-hour level CYT certification completed

Denver Technical College, Denver, CO

01/95 – 05/97

Medical Transcription training (Completed written 96% final grade)

Colorado Women's College, Denver, CO

08/87 – 05/88

University of Wyoming, Laramie, WY

01/75 – 07/76

Torrington HS, Torrington, WY, diploma

1974

REFERENCE: Available upon request.