



**Richelle Hawk**  
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Coded and maintained expense statements for adherence to payment guidelines. Served as liaison to the Accounting Department at the national office for payroll and vendors and ensured timely processing and payment on all invoices for the state office.

Maintained business relationships with local vendors and national partners. Provided assistance on arrangements of meetings, rallies, and events, including developing flyers and executing zip code mailings, troubleshooting, and problem solving. Served as the state office meeting planner including all logistics, negotiating contracts, catering, and hotel bookings. Prepared and distributed materials for meetings.

Sole support for yearly nine month long state-wide Walking Program that involved over 1200 participants. Created extensive database, handled participant inquiries and mailed project materials.

**Secretary - JBC Associates/Urban Engineers, Mechanicsburg, PA**

**2003 to 2005**

Served as Secretary for six Construction Managers and three Construction Inspectors of construction management firm.

Created correspondence to the Pennsylvania Department of Transportation during a large highway construction project, answered phones, handled mail, retrieved and processed confidential reports from the Pennsylvania State Police.

**Executive Assistant - NetComm Solutions, Mechanicsburg, PA**

**2000 to 2002**

Began as a Project Coordinator handling small to mid-size projects. Transitioned to Executive Assistant to Vice President of Enterprise Solutions Group.

As Project Coordinator, supported eight technicians during installation of computer equipment in over 100 District Justice offices across Pennsylvania. The project involved hotel arrangements, mapping and scheduling as well as database administration and customer support.

Transitioned to Executive Assistant to the Vice President responsible for VP calendar and correspondence; ordered office supplies, tracked staff leave usage, created and generated production reports and acted as liaison between clients and the VP.