

Linda D. Benningfield
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303-525-7625 email lbhash@gmail.com

PERSONAL STATEMENT:

I offer a balanced and common sense approach in my job duties and personal interactions. My strengths include good verbal and written communication skills, the ability to organize and coordinate projects efficiently, many years of dedicated service and positive interaction with the public and with co-workers, and a positive and optimistic outlook on life.

EDUCATION:

Colorado School of Paramedical Esthetics, Lakewood, CO – License: Esthetician
Front Range Community College, Westminster, CO – Psychology and Management Classes
Union College, Lincoln, NE – Business Classes
Barnes Business College, Denver, CO – Certificate, Stenography
Campion Academy, Loveland, CO - High School

EXPERIENCE:

- **Office management and business management.**
- **Administrative/clerical support duties and responsibilities.**
- **Supervision of administrative personnel.**
- **Writing, designing & editing marketing and training materials.**
- **Training and technical assistance project management and coordinating support services.**
- **Creating and developing effective business relationships.**
- **Purchasing and inventory control.**
- **Board of Directors' meetings – scheduling meetings, taking minutes, preparing and delivering reports and materials for meetings.**
- **Grant writing and grant objective implementation, grant management tracking and reporting.**
- **Managing operating and grant budgets including budget projection, development, allocation of resources, and payments to vendors.**
- **Developing operating procedures.**
- **Creating and managing numerous types of databases.**
- **Coordinating training and technical assistance support activities.**
- **Licensed Esthetician (skin care professional) delivering various types of personal and customized skin care services to a varied client base**
- **Customer service and retail sales.**

EMPLOYMENT HISTORY:

Chapel Haven Seventh-day Adventist Church Northglenn, CO 303-451-1800
Office Manager/Administrative Support. 2010 to 2013. Support administratively all functions of the church, work directly with the Pastor, the Elders and the Church Board. All types of clerical responsibilities, managing membership lists, correspondence, website design and management, marketing materials, database creation and management; and providing training and spiritual support to members and others.

Home-based Skincare Business Broomfield, CO - 303-525-7625
Licensed Esthetician. Owner, self-employed. August, 1997 to present.
Managing a small business providing skin care services.

University of Colorado/HSC, JFK Child Development Center, Rocky Mountain Resource and Training Institute (RMRTI) – 1986-1997 Business Manager

RMRTI was a unique entity created by the directors of seven state agencies to meet an inter-agency collaborative initiative. RMRTI was totally grant-funded and in operation for eleven years. The focus was to provide training and technical assistance to service providers working with individuals with disabilities. We received and successfully completed several major federal and state grants. RMRTI employed an average of 15 staff members with an annual budget of approximately two million dollars. When RMRTI was implemented, I was the first employee hired by the Director of this organization and my job was to set up and manage the fiscal and administrative support services for this project. This included: business manager, clerical supervision, grant initiative implementation, managing several grant budgets, physical plant management, board meetings, grant reporting, and developing procedures to meet grant objectives. After eleven years of service, the project ended in 1997, and my last duties were to take care of closing out the business.

Colorado Division of Vocational Rehabilitation. Administration and field office experience, providing administrative assistance to field supervisors and counselors, administering GATB tests to rehab clients, coordinating statewide meetings and events, tracking case service expenditures and preparing budget reports and case service notes.

Colorado Community Colleges and Occupational Education System. Administrative support for the assistant director and 4 regional planners; preparing proposals for submission to the State Board and acting as liaison with all school districts for coordination of events and activities.

Metropolitan State College, Office of Veterans' Affairs. Office Manager, and administrative support to the Director; supervising approximately 20 VA work-study students each quarter.

ADDITIONAL INFORMATION:

- Software experience in Microsoft Office, Word, Access, Excel, Publisher and PowerPoint, Quickbooks, as well as various other software programs.
- Type approximately 80 wpm.
- Completed 23 years of service with the Colorado State Personnel System with many outstanding performance evaluations.
- Providing customer service as a Licensed Esthetician since 1997.

REFERENCES:

Denis Segebart, Pastor and Former Supervisor – 303-517-2848 - Email: prdsegie@msn.com

Diane Zile, Former Supervisor and Client – 303-638-5262 - Email: diane.zile@otterbox.com

Karen Spaulding, Friend and Client – 303-906-1992 - Email: hishealinghands@gmail.com

Dave Adams, Friend and Co-Church Board Member– 720-635-8856 - Email: David.adams1@hotmail.com