

# Bonnie Tyler

Meshoppen, PA 18630  
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Dedicated and focused Office Assistant who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Committed to delivering high quality results.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Business Owner and Operator**

Tyler's Creations and Collectables - Meshoppen, PA -

2014-08 - Present

#### Responsibilities

I own and operate a Antique, primitive decor gift shop .

### **Office Coordinator / Welders Helper**

Evergreen Fabrication - Cambridge, OH -

2012-09 - 2013-10

Performed duties to Assist my Welder in welding Tie In's, Pipeline Spreads, Compressor Stations and Anomaly work. Cleaned work pieces using a portable grinder, pre heated, measured and cut pipe using a torch and beveler. Ran heat box and handed rods. Recognized visual defects in weld and prepared for my welder to fix. Responsible for Stencil of finished welds and rolling out and up the welding rig and keeping it stocked and functional. Trained other helpers that were new to the line and field.

As Office Coordinator I was responsible for proofing time sheets and payroll. In charge of Bill of Ladings, Fuel Logs, Mileage Reports, Accounts Receivable and Payable, filing, making copies, emails to and from cooperate. Assisted in coordinating Safety Meetings and Safety instruction manuals.

### **Fluid Control Coordinator**

Somerset Regional Water Resources - Tunkhannock, PA -

2009-03 - 2012-09

Responsible for All Water Tracking and Related Reports and accuracy out of all Cabot Drilling sites and Water Withdrawal points.

Responsible for Proofing and sending monthly reports to Cabot in Pittsburgh. Communication between CABOT and Contracted Water Companies and their drivers on changes or upcoming frac schedules.

Training of employees on data entry for the water tickets and the variances in water types.

## **Certified Lab Analyst**

Proctor and Gamble - Tunkhannock, PA -

2006-01 - 2009-03

Test Products for quality assurance and conformity with weights, measurement, specific and custom testing.

Communicate with Project Managers to coordinate testing.

Team Leader, Data Entry, Safety Leader.

## **Realtor**

Century 21 - Tunkhannok, PA -

2005-02 - 2006-01

Executing Sales for Residential and Commercial Properties. Executing contracts, calling for inspections, locating property maps, deeds and tax information.

Meeting with homeowners or commercial property owners to set up their sale of their property. Showing of properties and making appointments. Working directly with other Realtors and Lawyers for property sales.

## **EDUCATION**

### **Real estate license in Real estate law**

Schlitzer and Kratz - Clarks Summit, PA

2005-03 - 2005-06

### **Diploma in Academic**

Elk Lake - Dimock, PA

1984-09 - 1988-06

## **SKILLS**

Exceptional Customer Service, Dedicated team player , Client Relations, Microsoft Office proficiency, Computer Proficient, Excel spreadsheets, Scheduling and Training, Meticulous attention to detail , Multi Tasking, Time management , Strong problem solver, Safety Practices, Report development , OSHA 10 & 30 Training, Strong interpersonal skills, 10 Key punch, Multi line phone systems,