

# Elizabeth Carter

## Site Supervisor - POMEROY

Loveland, CO 80538

elizabethcarter697\_5u8@indeedemail.com - 202-286-1664

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Site Supervisor

POMEROY - 2015 - Present

Provide supervision to approximately 30 team members, act as a primary contact for all shifts on an as needed basis, and assist with special projects as needed

- Extract and process daily, weekly and monthly productivity numbers
- Play a lead role in the training of new employees along with the monitoring of staff levels to ensure adequate coverage across multiple shifts.
- Developed first-rate training programs and serve as a member of the company's training team which trains new employees across the country

#### Tape Librarian

POMEROY - 2014 - 2015

Coordinate daily administrative operations within the organization which includes monitoring day-to-day movement of sensitive data.

- Utilize superior attention to detail to quickly resolve urgent situations, foster positive relationships with both customers and account teams, and monitor data transfer projects.
- Selected to participate in the organization's Emerging Leaders Program which was focused on developing leadership skills and fostering team-building abilities

#### Librarian Assistant

POMEROY - 2012 - 2014

Facilitated the completion of logistical operations with a concentration on assisting in the daily movement and security of media from home site to offsite storage facilities

- Analyzed and corrected potential technical issues, assisted customers in retrieving data as needed, and ensured data could be restored
- Participate in the assessment and adjustment of daily mechanics to account for changing conditions

#### Mid-Range Lead/ Mid-Range Tape Operator

POMEROY - Loveland, CO - 2010 - 2012

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PROFESSIONAL EXPERIENCE CONTINUED:

Mid-Range Lead/ Mid-Range Tape Operator (2010-2012)

- Acted as a member of a team which was concentrated on managing servers which provided data storage to customers
- Successfully built positive relationships with all customers which included small organizations, Fortune 500 companies, and government agencies
- Promoted to lead a team of 8 individuals and served as the primary contact with our customers on all duties within our team

### **Senior Legislative Assistant**

OFFICE OF CONGRESSMAN BILL SHUSTER - 2005 - 2009

Provided administrative support to the Congressman which included advising on issues within both the Transportation and Infrastructure Committee and the Natural Resources Committee

- Attended committee meetings, tracked committee related legislation, and played an integral role in organization of district field hearings
- Led legislative efforts related to the passage of a resolution focused on honoring the passengers of United Flight93.

### **Legislative Assistant**

OFFICE OF CONGRESSMAN BILL SHUSTER - 2003 - 2005

and Scheduler, Office of Congressman Bill Shuster (2001-2003)

### EDUCATION

#### **BACHELOR OF ARTS in POLITICAL SCIENCE**

MOUNT SAINT MARY'S COLLEGE

2001 - 2008

### SKILLS

ADMINISTRATIVE SUPPORT, DATA MANAGEMENT, MICROSOFT OFFICE, MS OFFICE, PROBLEM SOLVING

### ADDITIONAL INFORMATION

#### KEY COMPETENCIES

Administrative Support Agility Attention to Detail Data Management Flexibility Versed in Microsoft Office Process Improvement Complex Problem Solving Project Management