

Melinda Cowger

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Objective:

I am seeking advancement with my current employer. I have a Bachelor's degree in Accounting and Management and a Master's Degree in Business Administration. I am proficient to advance in Microsoft Outlook, Power Point, Excel, Word, Visio and intermediate in Publisher. I have SharePoint experience when working for Waste Management maintaining the pounds of recycling for each state. I strive for excellence in my work and am a fast learner. I believe in loyalty and longevity in a company.

Experience:

Lincoln College of Technology

August 2013 – Current

Denver, CO

- Maintain State Licensing agents to recruit in several states.
- Work with the Compliance and regulatory specialist to be sure all state and accreditation agency regulations are current
- Maintain and prepare individual license renewal for each state needing licensing, most on an annual bases
- Assist in the preparation of Graduation and Employment Reports Annually according to ACCSC Accreditation Guidelines
- Assisted with the preparation and completion of the Annual Report for ACCSC Accreditation Agency according to their regulations
- Audit all documents before submitting to corporate and/or agencies.
- Assisted in preparing documents of the yearly reviews for the Education Department.
- Maintain and track Faculty continual training as required – 20 technical-training hours and 10 faculty-training hours per year.
- Maintain Instructor files in the Education Department.
- Maintain binders for current classes Syllabi.
- Take Minutes for Weekly Education Supervisor meetings, Weekly Manager's Meeting, Weekly Diesel Program meetings and other meetings as assigned.
- Format registrar class schedule each phase to post in designated areas in the building and send out to staff & faculty.
- Prepare certificate patches for each program at end of each phase for Stars and Bars presentation.
- Take ID photos for students at orientation and maintain parking passes binder and parking passes.
- Prepare expense reports for Campus President and Sr. Director of Admissions
- Use Student Data Base (CampusVue) to retrieve data, run reports for the Education dept. and collect data for reports required by ACCSC Accreditation Agency;
- Prepare Excel spread sheets for various reports
- Prepare business letters and other documents using Microsoft Word
- Coordinate and reserve meetings in the conference rooms using Microsoft Outlook
- Administrative support to the Management Team (President and Department Directors)
- Review and score essays for scholarship awards
- Prepare certificates for Years of Services and special awards as well as a list of birthdays monthly for All Staff meetings.
- Prepare Faculty awards for 100% Retention and 100% Student Satisfaction.
- Worked with Campus President in creating a Student Ambassador program – including patch design, creation of application form and recommendation form, and policies
- Maintain current memberships in agencies of the vocational industries – CACI, CMCA, etc.
- Completed application for ACCSC Accreditation Renewal in 2015.
- Prepared a 1378 page document with bookmarking and hyperlinks for ACCSC Accreditation Self Evaluation Report in 2015.
- Prepared documents for an on-site ACCSC audit in 2015.
- Maintain a binder to have on hand for surprise visits from outside agencies. (ACCSC, Colorado State, and Audits)

Waste Management Recycle America E-Cycling

April 2012 – August 2013

Logistics Coordinator -Contract position

Denver, CO

- Scheduling load requests from collectors to processing plants using FTL and LTL shipments
- Coordinating with Carriers and sites for best pickup and delivery dates for shipments
- Requesting and negotiating quotes for best pricing with Carriers through web base programs and individual representatives
- Data Entry of loads into a data base to manage inventory and create paperwork for load pickup and delivery
- Maintenance of Logistics logs to balance with inventory data base for invoicing; and SharePoint maintenance
- Ordering shipping supplies to be delivered to the collectors at time of load pickup
- Auditing end of month programs matching goals to actual recycled material
- Prepare paperwork for completed legislative program per state regulations
- Audit all documentation sent to state departments
- Processing, pricing, and updating paperwork for proper invoicing
- Auditing month-end billing to manufacturers and reports for state legislation
- Reconciling billing to inventory reports
- Exporting and importing data in spread sheet form in an inventory software program (ERP type system)
- Trained other logistics coordinators in policy and procedures

Note: All above items provided for multiple states under specific legislative guidelines.

*Unemployed from March 2011 to April 2012. LodgeNet downsized and my position was eliminated. Received severance thru May 2011. Looked for work. Caregiver for my two granddaughters. January 2012 to April 2012. *

LodgeNet Interactive Corporation/On Command Corporation - Denver, CO

April 2001 - March 2011

Office Coordinator/Administrative Assistant IV - Satellite Office - Feb 2008 thru Mar 2011

- Coordinated all facility related issues for the Colorado offices
- Called in repairs to the maintenance department of the building
- Managed the office supplies; negotiated pricing for our office and break room supplies to reduce un-necessary expenses
- Oversaw and coordinated space management
- Relocated satellite offices and their staff; Worked with contractor; IT dept. and management team to ready a suite for the Denver office to move into in February 2011.
- Managed security system
- Professional administrative support for those in the Denver office including VP of Program and Licensing as well as VP of Legal and contracts.
- Ran the switchboard at the front desk and greet visitors

Note: Continued with light administrative duties for the engineering department

Administrative Assistant III - Engineering Department - Satellite Office - Oct 2006 - Feb 2008

- Prepared expense reports for employee reimbursement
- Created and maintained organizational charts in Visio for various departments
- Created power point presentations for various meetings and for presentation to the Board of Directors
- Coordinated and reserved meetings in the conference rooms using Microsoft Outlook
- Administrative support to the VP of Engineering as well as other upper management in the department
- Prepared Excel spread sheets for various reports and meetings
- Prepared business letters and other documents using Microsoft Word
- Assisted in the integration during acquisition of On Command and LodgeNet companies
- Prepared the documents for the physical inventory
- Interim Document Control Coordinator working with engineering specs and BOMs; entering data into Oracle

as needed.

- Worked with the Purchasing Department purging the system of old PO's. Doing research to be sure we had processed the POs before removing them.
- Worked with service vendors (i.e. plumber, electrician, HVAC, etc.) for the manufacturing facility repairs and maintenance.

Logistics Coordinator - Manufacturing Facility - Jul 2004 - Oct 2006

- Maintained electronic invoicing for all Freight Carriers
- Coordinated coding of freight invoicing with Regional Admin., Operations, and all company users, prior to invoice approvals
- Scheduled daily de-install pick up requests with Carrier/Field
- Maintained daily reports of de-installs, shipping detail, specialized LTL shipments
- Provided Director of Logistics with data for monthly accruals of freight, and freight audits
- Provided data to Corp. Accounting with research on shipments and project coding

Note: Trained Administrative Assistant for my former position.

Administrative Assistant I - Manufacturing Facility - Apr 2001 - Jul 2004

- Answered phone and directed calls to the appropriate person
- Provided the Management team with spreadsheets and reports as needed
- Reported computer and telephone problems to the helpdesk
- Reported any maintenance problems to the Facilities Manager and help coordinate the repairs
- Maintained completed PTO forms for the employees and processed the timesheets for payroll
- Administrative support to the VP of Operations, Director of Logistics, and other managers at the manufacturing facility
- Coordinated all company domestic travel
- Sorted and delivered mail
- Acted as liaison between Corporate, San Jose and the Manufacturing Facility in coordinating conference calls, meeting requests, and scheduling "All Hands Meetings" once a quarter
 - Facilitated the collection of documents from employees for the Human Resources Dept.; being knowledgeable of benefits in the company that any employee might need answers to.
- Ordered and maintained office supplies and janitorial supplies; negotiated pricing for office and break room supplies with vendors.
- Maintained companywide price changes in Oracle in the month of May and November of each year, also provided other data entry when needed
- Planned and implemented all social/employee moral events for the Mfg. facility

Skills:

- Intermediate to advance in Microsoft word, excel and outlook; advanced in power point - Beginner skills in Access and the use of Pivot tables - Intermediate skills in Oracle in data entry - Intermediate in 10-Key by touch. (7890 KPH); Typing (40+ WPM). Quicken for business budgeting & home accounting use. Experience in Office Management – 2 years with 2 direct reports; Office Coordinator – 3 years, with 2 direct reports and 18 months as Lead Logistics Coordinator, also provided logistics training for other employees.

Education:

2005 - 2009 University of Phoenix Aurora, CO

- Received a Bachelor of Science Degree in Business Accounting and Management in December 2009. Accounting GPA 3.69; Management GPA 3.83

2010 - 2012 Walden University Aurora, CO

- Completed a Masters in Business Administration degree specializing in Healthcare Management, on April 22, 2012. GPA 4.0

Personal growth with certificates of completion in area of People Soft and CampusVue.