

PAMELA K. SPEKA

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PROFILE: Highly organized Office Administrator with a wide range of experience in managing fully staffed offices working with upper management in various corporations, and the federal government. Worked with top international and national companies on special assignments. Vast experience working with the decision makers of major corporations of up to 250 employees.

SKILLS:

- Knowledge in the Microsoft Word, Excel, and a variety of industry-specific business software
- Excellent written and verbal communications
- Negotiating skills and problem solving
- Organize meetings, travel schedules, appointment schedules

EXPERIENCE:

Office Manager:

McDonald Termite Control
238 F. Street, Martinez, CA. 94553

- Managed office operations- scheduled inspections working with realtors, homeowners, and property managers. Also tracked all accounts receivable, and submitted monthly reports to California Pest Control Board.

Office Administrator:

Entrix., Inc. – 2300 Clayton Rd., Concord CA. 2005-2010

- Managed the Sr. Vice President's office operations, travel arrangements, recordkeeping, worked with the entire region for reports, meetings, and various assigned duties throughout the office.

Home Improvement Consultant

House of Carpets- Free Lance Consultant, El Cerrito, CA 2002-Current

- Manage home improvement projects ranging from new construction, to flooring, also includes all aspects of the project
- Handle all paperwork, the bid process, and recordkeeping

Contract Consultant

Dr. Halls Dental Office, Antioch and Brentwood, CA 2001

- Created a new office system, for billing and general processes
- Worked with staff and clients with appointments
- Managed her new office build-out project in Brentwood

Office Manager, Executive Assistant to the Sr. Vice President, Partner
Koll Development , Danville, CA 1999-2001

- Established an updated accounts payable record-keeping system
- Tracked all documents from inception to closing on all building projects
- Provided all correct information and reports to budget analyst

Private Secretary for Assistant Secretary of Natural Resources and Environment

USDA Department of Agriculture, Office of the Secretary, Washington D.C. 1985-1998

- Supervised the Secretary's schedule, special appearances, office procedures
- Liaison between members of Congress, the White House, the heads of governmental Departments, and the Secretary's Office, and served as Director on the 1985 Farm Bill
- Managed and budgeted three federal grant programs which were closely related to this national program
- Created the first environmental educational program at the invitation of the USDA Office of the Secretary, and the USDA Forest Service through the President's America The Beautiful Program

EDUCATION:

Attended Colorado State University - focus: Business

ORGANIZATIONS:

Navy League of Contra Costa County: Serving on the Board of Directors, President.

Business Network International: Served for over 14 years in various leadership roles within this business networking organization.

HONORS:

USDA Forest Service Certificate of Merit for Outstanding Initiative in Saving the Forest Service \$22,000 in the Publication and Distribution of President Bush's America the Beautiful Program Technical Facts Sheets. As a temporary assignment I recommended budget cuts for Urban Forestry, was recognized and received a cash award for this effort.

USDA Forest Service Certificate of Merit for Outstanding Initiative and Perseverance in Creating a Special "Veterans" Tree Planting Ceremony for the Secretary of Agriculture.

USDA Forest Service Certificate of Merit for Team Accomplishments in Program Management.

USDA Forest Service Certificate of Appreciation for Leadership and support of the Conservation and management of the nation's Natural Resources.

US Navy League, Contra Costa County Council President -- national award for #3 council in the country.

