

Annette F. Gonzales
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QUALIFICATIONS

My greatest professional assets include my focus on being responsible, committed and trustworthy. I invest myself in my work, in an effort to attain the highest level of expertise and to implement best practices as I strive for both leadership and success.

I am a process-oriented, goal-focused employee who accepts tasks as a challenge to succeed and who prefers to carry through on projects until completion. I have the ability to prioritize duties based on both their level of importance as well as the amount of time required to complete each assignment. I work well under pressure and feel that the most valuable part of my success is measured by that from which I am able to gain and share knowledge. I work well with people and have a special ability to understand and meet the requests of constituents, students and families.

WORK HISTORY

11/03-Present Undergraduate Program Coordinator (Administrative Assistant III), Colorado State University:

I work as the Undergraduate Program Coordinator in the Department of Mathematics. My role is to assist all undergraduate students majoring in Mathematics to ensure they are able to successfully meet/complete the requirements of the Bachelor of Science degree in their field. I am the Undergraduate advisor for Math Minors. I am the contact point for each of our constituent departments, and I am part of a team of five/six person staff who work in the main office of the Department Chair, and who are responsible for customer service, project management, and event coordination, on a daily basis—in addition to the duties that each of us has within our own job descriptions. As a staff member, part of my job also includes planning & preparation for visits/visitors & conferences—including occasional purchase of foods/services, preparation of set-ups & clean-up for events, and the reporting/documentation of all related expenses to our Accounting Office, for reconciliation. We have a large department and are one of the larger service units on the main campus, which currently has large enrollments of students. I manage records for nearly 280 Math majors, act as the Diversity Liaison in our department, and, have supervised as many as three work-study employees. I work with the Undergraduate Director in scheduling, creating reports and retrieving various bits of data. I reconcile petty cash, advise students, coordinate and attend meetings, as well as schedule for multiple calendars within our office. I often process mail and receive all email communication for the department.

10/01- 11/03 Assistant to the Associate Vice President for Research (Administrative Assistant III), Colorado State University: I worked as the front office receptionist for the Vice President for Research. As the assistant to the Associate Vice President, my duties included maintaining records on the various units reporting to the VP, as well as telephone bill reconciliations and mileage reimbursements. I was the principle calendaring person supporting the AVP's role.

09/98-10/01 Assistant to the Vice Provost for Agriculture and University Outreach (VPAUO)(Administrative Assistant II). My primary functions were to be the first-point of contact for the office of the VPAUO, receiving all phone and walk-in traffic. I coordinated and scheduled all appointments, and managed all file systems within the office. I was responsible for making reservations and coordinating meetings for the VPAUO and on occasion assisted the Office of the Provost with coordinating and hosting meetings. As the junior office assistant, my role was to fill-in as needed, and to assist with various projects within the VPAOU unit.

08/85-09/98 Various positions I worked in several types of situations which included experiences working as a customer service agent. I worked in industry, private home care, debt collections and multiple positions as a retail clerk. I worked for the school district media center. All of which can be discussed further, if requested.

EDUCATION

Bachelor of Science—Business Administration (Management), Northwestern Oklahoma State University, 1991

Associate of Arts—Liberal Arts, AIMS Community College, 1989

REFERENCES

Personal and/or Professional references available upon request

