

NAME HERE

ADDRESS

PHONE (555) 121-9871 • E-MAIL anybody@gmail.com

SUMMARY

Over twenty-five years' administrative experience at the executive level, with over ten years' web page/database design and maintenance experience. Familiar with principles and practices of accounting/bookkeeping as well as training and project management. Developed several web sites as well as databases to help streamline processes.

SKILLS

Office Skills

Typing 80 WPM

10-Key by Touch

Software Troubleshooting

Advanced knowledge on the following applications:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)
- Adobe (Illustrator, Photoshop)
- Macromedia (Flash, DreamWeaver, Fireworks)
- Database Management (FileMaker Pro, Access)
- HTML (hand code and WSIWYG), JavaScript, UNIX

Administration

Function independently for several Division/Group Leaders, Managers, etc. in making decisions, interfacing with high level personnel, and problem-solving.

Coordinate department and institutional training programs as well as human resources recruitment efforts.

- Ensure confidentiality of all information, both written and verbal.
- Assist in scheduling department staff coverage, appointments, itineraries and business functions utilizing software applications.
- Compose sensitive correspondence and reports utilizing PC-based word processing and/or spreadsheet applications according to department needs.

Manage administrative file server which involved creating new user accounts and maintaining file permissions.

Training & Project Management

Created interactive databases that enabled users to enter information directly from the Internet, reducing registration/application procedures by 75%. Trained several high level managers on utilization of database. Responsible for entire project from its inception to end product. Received LLNL Director's Office Directorate Award.

Responsible for all aspects of conference planning for several scientific conferences including venue logistics, coordinating research paper submission, creating program, etc.

Local contact for both software and hardware training/troubleshooting on both Mac and PC computers.

Design & Development

Designed web site that replaced voluminous departmental informational booklet.

Developed and maintained multi-relational database the enabled people to be tracked throughout their career at Lawrence Livermore National Laboratory.

Designed technical college web site in conjunction with launching its cyber campus.

Developed and maintained websites for local church, real estate team, and trade organization.

AWARDS RECEIVED

LLNL Director's Office Directorate Award for web page/database creation.

LLNL P&AT (Maybe write this out) Directorate Award for overseeing Computer Security Compliance project which brought Directorate compliance to 97%.

"Scout Report for Science & Engineering" award for scientific web pages design.

EMPLOYMENT HISTORY

- | | |
|---|------------------|
| ▪ Management Assistant – Human Resources, Southwest Gas, Phoenix, AZ | 02/07 to Present |
| ▪ Field Support Assistant – Corporate Accounts – Institutional Division, Ecolab, Inc., Scottsdale, AZ | 07/06 to 11/06 |
| ▪ Administrative Assistant IV – Procurement Department, Lawrence Livermore National Laboratory (LLNL), Livermore, CA | 07/05 to 07/06 |
| ▪ Secretary IV, Operations Department, IAP World Services for LLNL, Livermore, CA | 10/04 to 07/05 |
| ▪ Office Assistant, Hanson Real Estate, Discovery Bay, CA | 04/04 to 10/04 |
| ▪ Office Manager, Pathways Church, Brentwood, CA | 08/03 to 01/04 |
| ▪ Administrative Assistant IV – Physics Department, Lawrence Livermore National Laboratory, Livermore, CA | 05/02 to 08/03 |
| ▪ Account Manager, BarterNet, Brentwood, CA | 11/01 to 05/02 |
| ▪ Web Administrator, Silicon Valley College, Fremont, CA | 01/01 to 10/01 |
| ▪ Administrative Assistant III – University Relations Department, Lawrence Livermore National Laboratory, Livermore, CA | 07/98 to 09/00 |
| ▪ Secretary IV, University Relations Department, KMI Associates for LLNL, Livermore, CA | 12/96 to 07/98 |

EDUCATION

San Francisco State University, BA Liberal Arts

12/88