

SENIOR ADMINISTRATIVE PROFESSIONAL

Accomplished administrative assistant/office manager with 19+ years of experience overseeing multiple projects, preparing well-researched and accurate documents, and reducing department expenses while increasing office efficiency.

HIGHLIGHTS OF EXPERTISE

AGENDA CREATION	MEETING PLANNING & COORDINATION	PROJECT MANAGEMENT
BUDGET TRACKING	MEETING TRANSCRIPTION	RESEARCH & REPORTING
PARTNERSHIP DEVELOPMENT	MS WORD, EXCEL, POWERPOINT,	SCHEDULE MANAGEMENT
CUSTOMER SERVICE	OUTLOOK	TRAVEL COORDINATION
EVENT MANAGEMENT	MUNICIPAL CODES & REGULATIONS	VENDOR NEGOTIATIONS
EXPENSE REPORTING	OFFICE MANAGEMENT	WRITTEN COMMUNICATION
FILING AND ORGANIZING	PROBLEM SOLVING	

CAREER SUMMARY

TOWN OF FAIRYLAND, Fairyland, CA

PUBLIC WORKS ADMINISTRATIVE ASSISTANT/OFFICE MANAGER (9/2005 to Present)

Performed general office duties, such as managing database systems, maintaining records, ordering a variety of municipal supplies and equipment, and basic bookkeeping work. Prepared purchase orders and processed invoices; crafted reports, memos and letters; prepared financial statements and other documents, using word-processing, spreadsheet, database, and presentation software. Conducted research, compiled data, and prepared reports for consideration and presentation by department heads. Professional level of communication with Department Heads, City Manager, and City Council.

Highlights

- ♦ Tracked more than 80 different accounts and over a 100 vendors throughout the year, and ensured all expenses were itemized and within budget parameters. Monitored designated Americans with Disabilities Act (ADA) and Department of Conservation (DOC) grant funds, and processed receipts and documents for reimbursement.
- ♦ Created an afterhours call form for tracking response calls and the frequency, location, and nature of each call. Required all supervisors to review and approve reports. This system significantly reduced the amount of overtime because the department was able to identify trends, causes, and effects, and correct/mitigate problem areas.
- ♦ Organized contracts and agreements for Town projects including preparing publications, letters of transmittal, and the announcement of the RFP on the Town website, confirming insurance, tax documents, business licenses for all applicants, circulating final proposals for approval by the City Attorney and City Manager, and creating progress payments and purchase orders within the accounting system.
- ♦ Administrative support for the community; SeeClick Fix and Lucity program were used to report repairs and work requests throughout the community.

DEPUTY CITY CLERK (5/2003 to 9/2005)

Provided administrative support to the City Council, City Manager, and Assistant City Manager. Posted public announcements of all city meetings and events plus bid and legal notices. Handled all event logistics and notifications for offsite trainings, special events, and seminars, and served as the official meeting recorder.

Highlights

- ♦ Supported the election process and accepted candidate applications. Reported all communications with the election office for ballot creation, tabulation, and certification of results.
- ♦ Certified, sealed, and attested signatures to ordinances, resolutions, contract easements, deeds, and bonds.

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PUBLIC WORKS CLERK (11/2001 to 5/2003)

Provided administrative support to the Public Works Director, Superintendent, and Supervisors.

Highlights

- ♦ Responded to a high volume of phone and email inquiries from customers regarding public works policies, procedures, work requests, and complaints.
- ♦ Composed, typed, and edited a variety of correspondence, reports, memoranda, agendas, minutes, etc., operated 2-way radios and other office equipment.
- ♦ Reviewed plans and applications submitted by architects and contractors, and issued routine permits.
- ♦ Gained an extensive knowledge of the rules and regulations of the Town of Fairyland, and interpreted the Uniform Building Code (UBC) and the Fairyland Municipal Code (HMC).
- ♦ Participated on the oral panel for the Fire Department, and hired the Acting Fire Captain and Firefighter/Paramedic.
- ♦ Served as Acting Assistant City Clerk from March through August 2001 and Acting City Clerk from May through July 2002. Prepared City Council meeting agendas and packets, took notes, and compiled minutes for monthly City Council meetings. Prepared Resolutions, Ordinances, and Proclamations for the Mayor's signature.

EDUCATION & CREDENTIALS

Unicorn de University, Unicorn, CA

BACHELOR OF HUMAN SERVICES, MINOR ADMINISTRATION. GRADUATED *CUM LAUDE*

Community College, Smurfville, CA

ASSOCIATE OF SCIENCE, LIBERAL ARTS

CERTIFICATE OF SECRETARIAL ADMINISTRATIVE ASSISTANT

AFFILIATIONS & VOLUNTEER EXPERIENCE

Very Special Organization, Fairyland, CA (2006 to Present)

LEADERSHIP COUNCIL EVENT CHAIR

- ♦ Organized the 2011 and 2013 Fairyland Breakfast Award Ceremony (Committee Chair).

Last Vista Homeowners Association, Fairyland, CA (2013 to Present)

BOARD OF DIRECTORS, SECRETARY

- ♦ Designed news business forms and informational handouts for homeowners.
- ♦ Led contract negotiations for maintenance vendors.
- ♦ Planned and handled logistics for summer social events.