

Lydia Evelyn Brown
6050 S Harvey Avenue # 115
Oklahoma City, OK 73139
(405) 634- 4956

OBJECTIVE: To obtain a career in Administrative Assistance to utilize experience in Procurement and Materials Management.

WORK EXPERIENCE:

08/1998 – Present

Oklahoma Tax Commission - Audit Division, Oklahoma City, OK

Administrative Technician III

Perform duties as Procurement Officer and Courier for a division consisting of 207 personnel. Communicate with purchasing department, vendors and personnel within agency to provide administrative support. Prepare requisitions, as well as, work orders for all supplies, repairs and printing requests for division. Prepare budget reports, correspondence, spreadsheets and files. Make reservations for conferences and travel requirements. Manage storage room and maintain inventory for division. Coordinate delivery of supplies within and outside agency. Deliver sensitive documents to the Post Office, Internal Revenue Service and divisions within agency. Utilize mainframe, IBM Emulation Software 3270, Lotus 1.2.3, Approach, Word Pro, Microsoft Word and Excel.

Customer Service Representative II

Performed duties as Postal Clerk and Customer Service Representative. Processed, retrieved and distributed mail, or sensitive documents to other divisions, Internal Revenue Service, Office of Personnel Management and State Capitol. Prepared correspondence, forms and spreadsheets. Maintained sensitive files, as well as, proofread Estate Tax and Individual Income Tax Assessment letters. Utilized agency mainframe, IBM Emulation Software 3270, Lotus 123 and Microsoft Word.

01/1998 - 12/2000

Sears Department Stores, Lawton and Oklahoma City, OK

Stock Replenishment Clerk

Assisted customers, team members and sales associates in various Soft-Line departments. Responsible for replenishing, reorganizing, displaying and pricing merchandise. Utilized computerized printouts, plan-a-grams and floor plans to reconstruct sales floors and stockrooms. Prepared departments for and assisted with inventories. Utilized Portable Price Terminal to print retail labels, price tickets and research merchandise availability.

11/1996 - 11/1997

Swift Transportation Company, Phoenix, AZ

Professional Truck Driver

Transported freight for a variety of retail, automotive parts and supermarket corporations. Responsible for inventorying, securing, unloading and timely transport of freight. Prepared logbooks, inventory forms, damage reports and correspondence. Utilized Qualcomm Mobile Communications System to assist in transport of freight. Operated Commercial Motor Vehicles in the Southwest, Southeast, Northeast and Midwest. Licensed with Doubles, Triples, Tanker and Hazardous Materials endorsements.

04/1992 - 12/1996

US Army and Georgia National Guard

Unit Supply Specialist

Supervised personnel and assisted with weapons control. Procured, received, inspected, distributed and disposed of property valued at approximately 29 million dollars. Prepared property books, requisitions, files, vouchers, forms and receipts. Represented Commander for all transactions. Operated various motor vehicles to transport equipment, personnel and water supply. Performed operator level maintenance on all equipment. Utilized the Total Asset Accountability System, Unit Level Logistics Systems and MS DOS 5.0. Issued a Secret Security Clearance.

09/1987 - 12/1991 US Army, United States and Korea

Telecommunications Operator

Team leader for Telecommunications terminal. Provided local, relay and long distance communications support. Operated radio sets, telephone systems and security devices. Installed, inventoried and maintained generators, antennas, cables and equipment. Utilized Motor Vehicles to transport equipment and personnel. Issued a Secret Security Clearance.

EDUCATION:

08/2000 - 12/2003

Rose State College, Midwest City, OK

AA - Liberal Studies, 104 hrs.

08/1996 - 10/1996

Central Alabama Skills Center, Opelika, AL

Class A License, Commercial Driver's License Course.

06/1996 - 08/1996

Chattahoochee Valley Community College, Phenix City, AL

Liberal Studies, 7 hours.

01/1992 - 03/1992

US Army Quartermaster School, Ft Lee, VA

Diploma, Unit Supply Specialist Course.

11/1987 - 03/1988

US Army Signal School, Ft Gordon, GA

Diploma, Telecommunications Operator Course.

09/1981 - 12/1984

Long Island University, Southampton, NY

Elementary Education, 67 hours.

09/1977 - 06/1981

Riverhead High School, Riverhead, NY

Diploma, General Studies and Bookkeeping.