

Tommie Allison

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Objective: I am seeking an opportunity as an Administrative Assistant or Executive Assistant. I am open to a long-term temporary assignment, temp-to-hire, or direct hire position. I have an excellent skillset, background, experience and the confidence necessary which make me a viable asset to any organization.

Proficient in Microsoft Office:

Office 365
Word
Excel
PowerPoint
Outlook
Publisher
SharePoint

Adobe Creative Suites:

Photoshop
InDesign
Acrobat

Knowledgeable in:

FTP Protocols
HTML
CSS
PeopleSoft

Expert in both:

Windows Operating System
Mac iOS System

Qualifications:

Proactive
Resourceful
Organized and detailed
Team player
Versatile
Multi-tasker
Analytical
Professional
Reliable
Maintains confidentiality
Lead by example
Confident
Friendly
Follows directives
15+ years experience

Education**Career Certifications, Sacramento City College**

- Computer Information Sciences, Webmaster Level 1, completed 12/2009
- Graphic Communications, Print Design, completed 5/2008
- Graphic Communications, Web Design, completed 12/2008

Studied Business Administration, Marketing

- Penn Valley Community College, Kansas City, MO
- Rockhurst College, Kansas City, MO

Work Experience**Kansas City Area Transportation Authority (KCATA)****6/2017 – 3/2020****Administrative Assistant, Transportation Department**

- Support and report to the Chief Transportation Officer
- Scheduled meetings/teleconferences and appointments for Chief, his reporting Managers (4), and the Director of Paratransit
- Took meeting minutes, typed up notes and distributed
- Processed all travel requests for approval, create travel itinerary – complete with registration, flights, and hotel accommodations
- Prepared expense reports, check requests,
- Dated and logged all Operator grievances filed by Union, then distribute electronically
- Formatted, proofed all Policy and Informational Operator bulletin notices, then published and distributed
- Ordered and distributed all safety vests to Operators
- Created and updated slideshow presentations outlining company events, promotions, news, and activities on two monitors utilizing PowerPoint
- Created all certificates of awards to Operators for completion of courses in training, commendations, annual awards, etc.
- Ordered office supplies and equipment
- Maintained Department's Variance monthly – accounts codes and balances
- Created and maintained all Operator profile files (approximately 500 Operators) utilizing OneDrive files and SharePoint; logging all
 - customer complaints
 - disciplinary actions
 - accidents/incident reports
 - attendance records
 - driving and CDL records
- Commissioned as Notary, November 2019

**University of Missouri-Kansas City (UMKC),
School of Computing and Engineering (SCE)**

9/2014 – 6/2017

Admin Support, IV

- Supported and reported to Assistant Dean, Director of Student Affairs
- Directed incoming calls and visitors to appropriate parties
- Provided clerical support to Dean's office staff, consisting of four (4) Directors, two (2) Asst. Directors, and three (3) staff members
- Scheduled all student appointments for six (6) Academic Advisors
- Wrote job descriptions, posted position announcements, interviewed, hired and trained all work-studies in Dean's office
- Supervised student work-study participants - currently four
- Reviewed and approved work-study's' hours for payroll entry
- Printed out office daily calendar, and prepared Welcome Packets for visitors
- Maintained general email account for school and respond to inquiries or forward to appropriate parties
- Answered all incoming telephone inquiries and forward
- Ordered all office supplies
- Scanned, tracked and mailed MOA and MOU agreements. Retained electronic and hard copies during each phase
- Reconciled monthly P-Card purchases, attaching all supporting documents for each transaction
- Monitored inventory of giveaways and promotional items, and reported to Marketing/Media Director when items needed reordering
- Resolve student issues - complaints by directing them to advisors and/or counseling

**University of California San Francisco (UCSF), Laurel Heights Campus
Institute of Health and Aging (IHA)**

4/2013 - 6/2013

Accounting Assistant, III

(Reassigned from Sacramento to San Francisco due to budget cuts and eventual lay-off).

- Supported and reported to Director, Administration & Finance
- Analyzed and validated all prior months purchasing transactions, ensuring correct departmental and account codes
- Utilized PeopleSoft and other internal software applications
- Attached supporting documentation as required
- Ran monthly purchasing reports by department and account codes

**UCSF/California Department of Public Health (CDPH)
Nutrition Education Obesity Prevention (NEOP)**

7/2009 - 3/2013

Project Assistant, III

- Supported and reported to Branch Chief (MD, Ph.D.) - keeping he/she apprised of deadlines, reports, meetings, updates in policies, current and upcoming events - functioned as their "right-hand" person
- Managed and prioritized daily calendar events for Branch Chief, 2 Assistant Branch Chiefs
- Arranged ongoing/recurring as well as ad hoc meetings and teleconferences, prioritizing as directed
- Reviewed all documents prior to Chief's final review and signature approval
- Prepared meeting agendas, handouts and reports
- Scheduled resources, such as conference rooms, audio visual equipment, handling all logistics
- Referred or delegated issues/questions to appropriate parties for resolution on behalf of management - tracking issues to resolution
- Prepared documents, reports, presentations, contracts for signature, including requisitions, service orders, and travel requests

- Maintained records management and tracking system, both electronically and hard copies efficiently including storage and archiving
- Requested price quotes from equipment vendors, i.e., multi-function copiers, fax machines, computers, monitors, printers
- Ordered all office supplies, equipment, and services for equipment once acquiring authorization
- Prepared invoices for payment of supplies, equipment, and services

UCSF/CDPH

9/2003 - 6/2009

Alzheimer's Disease Program (ADP)

Project Assistant, II - Project Assistant, III

- Supported and reported to Research Director of program
- Analyzed semi-annual progress reports from 10 research centers, statewide.
- Created and maintained Alzheimer's CDPH website, linking to each Research Center and other partner sites
- Analyzed annually reapplications for continued funding from state to individual research teams
- Planned and handled all the logistics of 2 annual conferences - one at Lake Arrow and Oakland, 2 days, i.e., securing venue, registration, hotel accommodations, meeting rooms, meeting room logistics, menus for breakfast, lunch and dinner
- Purchased all office supplies and equipment, including price quotes, delivery and set-up of equipment items
- Organized Request for Proposals (RFP) launch every three years for new state funded Alzheimer's research studies
- Organized and tracked each proposal submission through process

RePlayTV, Inc. (Tech Start-up, DVR technology)

9/1999 - 1/2001

Executive Assistant

- Reported to and supported Sr. Vice President, Product Marketing and Sr. Vice President, Corporate Strategy
- Managed and prioritized calendars for both Sr. Vice-Presidents - schedules and meetings
- Negotiated deal with Al Nippon Airlines resulting in major discounts, and specific upgrades
- Shipped meeting materials in advance when necessary
- Arranged travel, domestic and international - limousine service, air, hotel accommodations, international cell (when traveling abroad)
- Handled logistics for off-site conferences, i.e., securing venue, equipment, materials, set-up, catering services, and registration of attendees
- Handled logistics for teams of Japanese partners from Panasonic when arriving for extensive visits, i.e., ground transportation, hotel accommodations, dinner reservations, sight-seeing tours
- Prepared all departmental travel expense reports for prompt and timely processing
- Assisted in creating internal operational procedures for efficiency as company grew
- Coordinated the on-boarding process of new hires with HR and IT from temporary housing to the relocation of families and office set-up
- Reconciled department budget, monthly

Summary

As a career admin, I thoroughly enjoy what I do, and I take great pride in my work. Please review my resume and if interested in meeting with me, call to schedule an appointment. Thank you for your time.