

Experience

Wellness Program Assistant

Washington State Department of Labor and Industries Wellness Office

August 2010 – Present

- Promote and communicate the Wellness 360 program's holistic wellness message to L&I employees through social media platforms, communicate program goals to L&I employees verbally and through creation of written and visual materials, perform research and develop surveys to assist with development of program activities, coordinate with internal contractors, outside agencies, vendors, and extension offices on special projects geared toward improving the physical, mental, emotional and spiritual well-being of L&I employees. I have held this position in a part-time and project based capacity since August 2010.

Temporary Office Assistant

Washington State Office of Financial Management, Labor Relations Division

January 2012 – June 2012

- Contributed as a member of support team for staff of twelve labor negotiators during the 2013-15 collective bargaining sessions. Proofread and edited contract language, created and maintained filing systems, managed conference room scheduling and supply orders, processed and assigned incoming requests, provided back up support to administrative staff as needed, acted as division receptionist.

Community Relations Director

Alaffia Sustainable Skin Care

June 2011 – January 2012

- Coordinated all elements of community affairs and marketing for the Alaffia product families and Alaffia Community Empowerment Projects. Regularly updated and maintained content of three company websites, managed social media outlets, implemented marketing strategies as directed, analyzed and strengthened current markets, explored and developed new opportunities, wrote and edited monthly newsletters, served as main point of contact for all community projects, conducted regular teleconferences, coordinated volunteer and intern involvement, managed video and photo shoots, wrote and edited scripts for product mission and training videos, responded to all outside inquiries, managed donation requests.

Office Assistant II

Washington Higher Education Coordinating Board

Policy, Planning, and Research Division

December 2008 – May 2011

- Maintained degree program approval database and filing system for Washington Public Baccalaureate Institutions, responsible for ongoing maintenance of the HECB Communications Library, performed data entry tasks, prepared visual aids for presentations, compiled data for

review, provided proofreading, editing and formatting assistance for higher education reports to Washington State Legislature, other clerical duties and special projects as assigned. Served as back-up support for front desk receptionist. Greeted visitors, managed multi-line phone system, responded to telephone and email inquiries. Communicated agency's mission statement and range of services, made appropriate referrals to outside resources when needed.

Receptionist

Buzzard and Associates, Attorneys at Law

January 2008 – June 2008

- Greeted clients, utilized multi-line phone system, took detailed messages, scheduled appointments, maintained all office calendars, managed client files and archival system, composed letters from dictation, prepared legal documents, maintained legal library, performed other clerical tasks as assigned. Met deadlines while working in a fast paced environment with frequent interruptions. Gracefully navigated the complexities of meeting the needs of highly stressed clients.

Office Assistant

Centralia Community College Office of International Programs

September 2006 – June 2007

- Processed international student applications, proofread immigration documents, created and maintained student record systems, referred inquiring students to the proper campus resources, assisted with event planning and ongoing promotional projects.

Education

Saint Martin's University, Lacey, WA

- Bachelor of Arts, *Summa Cum Laude*, May 2011
Major: Music

Centralia College, Centralia, WA

- Associate of Arts, *High Honors*, June 2007
Focus: Education

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