

## Elizabeth Luce

1333 S.E. Clatsop Street  
Portland, Oregon 97202

(503) 505-8165  
eluce0808@gmail.com

---

### Qualifications

Excellent problem solving and analytical abilities  
Strong organizational and communications skills

Works well independently  
Results oriented

### Technical Skills

MS Office Suite - intermediate to advanced  
MS Access - intermediate to advanced  
NeoOffice Suite (Mac) - intermediate

Publisher - novice  
Adobe Acrobat - novice

### Employment History (concurrent)

#### Temporary Employment - Multiple Agencies - California, Oregon, Washington 1991 - 2011

Extensive experience as a temporary executive assistant in a wide variety of industries including aviation, engineering, financial services, healthcare, information technology, insurance, investment banking, legal, newspaper publishing, science and timber.

#### Typical administrative responsibilities:

- Composing original correspondence.
- Coordinating complex internal and external meetings.
- Creating new physical and electronic filing systems.
- Event planning.
- Extensive calendar management for managers and executives.
- Maintaining existing physical and electronic files.
- Organizing interviewing and hiring processes.
- Preparing agendas and presentation materials.
- Travel arrangements (domestic and foreign).
- Preparing expense reports.
- Recording and preparing meeting minutes
- Proofreading.

#### Special projects created for clients:

- Access database to organize nationwide telephony information for timber company.
- Adobe Acrobat forms to be used as interface with medical credentialing database.
- Data tracking system for use in replacing 2,000 pagers for healthcare organization.
- Workload tracking system for 30 person information technology team.
- Software documentation for manufacturing plant.

# Elizabeth Luce

Page 2

---

## **Employment History (concurrent)**

**Self Employed - Executive Assistant, Database Consultant, Legal Secretary** 1991 - 2011

- Designed and maintained 20,000 record multi-user database for use by patent and trademark law firm; designed forms, reports and complex queries; data entry; training.
- Freelance legal secretary - transcription, word processing, secretarial and trial support. Experience in business, probate, estate planning, corporate, insurance defense, real estate, utilities, litigation, and mergers and acquisitions.
- Interim Manager/Executive Assistant for investment research company. Responsible for 80 page publication; oversaw hiring, marketing and public relations; executive assistant to president.
- Supported city manager of small municipality, including preparation of materials for city council meetings and research projects.
- Worked with nonprofit social services agency to modify and improve use of Access database.
- Four years providing customer service as an on-call library clerk with Multnomah County.
- Virtual assistant for New York start up company.
- Organized four years of accumulated paperwork for small business owner, implemented more efficient methods and installed new work area.
- Organized large personal library consisting of approximately 2,700 nonfiction books.

## **Other**

Currently enrolled in National Federation of the Blind Braille Certification Training Program for braille transcription.