

EDUCATION:

- **Graduate School** Oregon State University
Dept. of Anthropology, Waldo Hall, Applied Anthropology Program, Corvallis, OR 97330
- **B.A. Anthropology** June 1997 Oregon State University
Dept. of Anthropology, Waldo Hall, Applied Anthropology Program, Corvallis, OR 97330
- **Associate of Arts**, June 1995 Central Oregon Community College, Bend, OR; Credit.Hrs-309.30
- **Business Computers** 1988 Interface Computer School, Spokane, WA; credit.Hrs-378
- **A.A.S. Advertising Art.** 1983 Spokane Falls Community College, Spokane, WA; Credit.Hrs-551
- **High School Graduate** June 14, 1980 Lewis & Clark High School, w. 521 4th Ave. Spokane, WA 99204

HONORS AND AWARDS:

- College of Liberal Arts' Order of the Oak Award - July 10, 1996.
- OSU Folk Scholarship - \$1200 for the 1996-1997 School Year.
- Nominee for the Waldo-Cummings Award - Oregon State University Anthropology - March 1996.
- The Honor Society of Phi Kappa Phi Junior Accolade- November 13, 1995.
- Certificate of Recognition for Scholastic Achievement, Central Oregon Community College - May 1995.
- Oregon Community Colleges 1995 Student scholar.
- COCC's America's Team Nominee - November 1994.
- Certificate of Recognition for Scholastic Achievement, Central Oregon Community College - May 1994.
- Phi Kappa Phi Honor Society 1997 - Oregon State University
- Golden Key Honor Society 1997 - Oregon State University
- Phi Theta Kappa Honor Society 1993, 1994, 1995 - Central Oregon Community College

SKILLS AND EMPLOYMENT HISTORY**May 2009 – September 2010****Quality Services, Inc.**

3459 Jet Dr

Rapid City, SD 57703

Lance Rom 605-388-5309

Part time employment. Working on web page development and GSA Schedule 899.1 Environmental Services proposal writing.
Other miscellaneous projects.

July 2009 – Feb. 2010**In Store Solutions Group**

564 West Randolph St.(5th Floor) Chicago, IL 60661

Elaine Hill: Field Manager (402) 896-2303

Field Service Representative. Scan assigned stores weekly to monitor and measure retail conditions.

May 2009 – Feb. 2010**SOS/ROI Retail Services: Olympic Paint and Stain Representative**

Mike Maccarone, Operations Manager WA/AK (206) 660-0987

12245 NE Whitaker Way #103 Portland, OR 97230

Maintain Olympic Paint and Stains at local retailer.

May 2009 – Feb. 2010**Market Force Information**

www.marketforce.com

Mystery Shopper. Miscellaneous projects as selected. Telephone surveys, location mystery shops and audits. **Independent Contractor**

October 2008 – May 2009

Bayside Solutions - Merchandiser

Supervisor: Don Carter 307-378-0057 dcarter@xrdmail.com Independent Contractor. Merchandising Representative for Home Depot Store. Maintain department, fill product, revise Planograms, work in new items, build and hang displays as needed.

October 20, 21, 22 2008

Adecco Robyn Schonberg, Branch Manager 201 W. Lakeway, Ste. 511 Gillette, WY 82716

robyn.schonberg@adeccona.com Phone: (307) 686-1124 Fax: (307) 682-2828 www.adeccousa.com

Temporary position assisting in inventory, merchandising, planograms, parts warehouse, stocking and other duties as needed. Involved moving an auto parts store into a new location.

October 2007 – December 2008

Sage Country Archaeology

Theresa served as both Anthropologist and Principal of Sage Country Archaeology. SCA was developed and created by Theresa, who maintains primary stockholder status, maintains website, financials, and quality assurance for this professional archaeological service firm. SCA focuses on cultural resource inventories for a variety of development projects. Theresa writes the papers and reports to support the requirements of the Cultural Resource Surveys. Theresa performs research and analysis for project reports, and is responsible for bids, advertising, and other promotional efforts for the firm. With degrees in Advertising Art, Business Computers, Anthropology and several years' experience in administrative office positions and archaeology field experience, Theresa is a uniquely qualified Principal of Sage Country Archaeology.

May 2008 – July 2008

Safeway Sheridan, WY

Cashier

Work Experience: Cashiered and stocked groceries. Quit to focus on company growth.

December 2006 – March 2007

Wyoming Children's Access Network

51 Coffeen Ave. Suite 002

Sheridan, WY 82801

Cori K. Erickson, CEO

Work Experience: Grant writing, Parent Education Program Coordinator, Administrative Assistant. Coordinate and schedule all Parent Education Seminars throughout the state of Wyoming. Plan and organize fundraising events; Plan and write proposals for grants and organize database of donors; maintain office and assist as needed. Recruit Volunteers as needed for office and programs. Quit to focus on company growth.

September 2005 - November 2006

Walgreen's

1766 Coffeen Ave.

Sheridan, WY 82801 307-674-1609

Mr. Ames, Store Manager

Work Experience: Position: SIMS Coordinator - Strategic Inventory Management Specialist. Proper uses of inventory reports, 1506 Claims, Vendor Relations, Annual store inventory, and monitoring the accuracy of warehouse and ordering processes.

Work Skills: customer service, great organizational skills and computer literate.

Telzon and related software, and I learn new things swiftly.

September 2003 - 4/2005

Student Services specialist

Sheridan College 3059 Coffeen Ave. Sheridan, WY 82801

Work Experience: Greet students and visitors in a friendly, helpful manner. Answer all phone calls into the office. Make appointments for placement testing and advising. Enter placement test scores into the DEC. Assist with GED Testing, test tracking, statistical data, pre-registration and related correspondence. Assisted with Senior Days planning, Planning Days program and events, and other projects as requested. Assisted with proctoring of CLEP tests and Nursing TEAS tests. Assist with make-up Orientations. Other duties as assigned.

June 2003-September 2003

Temporary Clerical

Sheridan College 3059 Coffeen Ave. Sheridan, WY 82801

Employee Services (307) 674-6446

Work Experience: Duties were varied and depended upon what was needed. Helped to fill out school insurance papers for insurance renewal. Organized office for the new Operations. Assistant position, making sure supplies were in and miscellaneous junk was removed. Assisted with entering employee leave; created cover for new employee insurance packet; Assembled insurance packets as needed; Made sure the copies for the insurance information had enough copies for upcoming needs. Assisted with the content, organization, and construction of over 100 Employee Resource Manuals, by the due date needed for committee meetings (48 hour timeline). Various other duties as assigned. Completed an inventory of Federal library loan materials for return. Checked in Federal library loan materials received by the library.

04/21/03-June 2003

Physical Plant Temp Secretary

Sheridan College 3059 Coffeen Ave. Sheridan, WY 82801

Employee Services (307) 674-6446

Work Experience: Greeted walk in customers, particularly for fleet use. Answered the phone and made radio contact with essential personnel as needed; monitored radio and made sure that contact was made in case prior radio-to-radio contact was not being made. Reserved rooms as needed for all off-campus events, using the DEC system and Room Reservation system that Mary Edmondson developed. Created Purchase Orders, PORC'd them, and maintained a complicated system of requisitions and open purchase orders for the Maintenance, Custodial, and Grounds departments. Developed a system of communicating needs to the Custodial Staff during the short time that they were working with the Maintenance department for their purchase orders. Reserved fleet vehicles from reservations sent through the college web page. Notified the Fleet Mechanic of any problems noted with vehicles. Developed an on-line form that could be utilized for room reservations and fax cover sheets.

6/10/02 to 02/03/03

Health Information and Records Clerk

Memorial Hospital of Sheridan County 1401 West 5th Street, Sheridan, WY 82801

Human Resources 307-672-1000

Work Experience: analysis of medical records; verification of discharged patient information as complete; Retrieve miscellaneous paperwork needed for charts; review surgery lists and update medical records as necessary; pull charts and deliver to Outpatient surgery. Make new patient charts. Process and analyze ER charts. Prepare and analyze outpatient and inpatient surgery files. Track all inpatient admission and surgeries on computer for working lists; prepare and distribute daily reports; Run patient lists in the AS400 computer system, including inpatient admits, inpatient discharge, same day surgery discharge, and other-computer generated reports. Required to know the correct laws regarding medical record release and review procedures.

Health Net Certification in: Radiation Exposure: Reducing the Risks; Recognizing Abuse and Neglect; Safety Storm: Alpha and Beta; and Culturally Sensitive Nursing Care.

05/2002 to 06/2002

Archaeology Technician

ACR Consultants, Inc. 806 Avoca Ave. Suite 2, Sheridan, WY 82801

Supervisors Kevin O'dell and John B. Hatch 307-673-5966

Work Experience: Archaeological surface surveys and sites recording utilizing GPS, photography and mapping.

12/01 to 03/02

Temporary clerical

Express Personnel Services, 331 W. Main Street Spokane, WA 99201

Phone (509) 747-6011 Fax (509) 747-8930

Work Experience: Many temporary duties, some long-term, as Administrative Assistant, secretary, Receptionist and Data Entry Clerk. Responsible for typing business correspondence; transcribing minutes of meetings in a timely manner; answering busy office phones; keeping mailing address lists updated and responsible for large mailings getting mailed out on time; years of experience with customer service, and very familiar with many computer programs such as Outlook Express, Word, Excel, and many more.

02/1999 to 12/2001

Medical Records Dept. Clerk

St. Charles Medical Center, 2500 NE Neff Road, Bend, OR 97701

Human Resources Dept. (541) 388-7770

Work Experience:

Confidential and restricted medical records processing control and access.

06-1998 to 02-1999

Temporary Clerical

Express Personnel Services, 901 N.V. Carlon, Bend, OR 97701 Phone: (541) 389-1505 Work Experience:

- Sunriver Owner's Association as an Administrative Assistant. The director is Bill Peck 541-593-6645, or Lisa Michael.

Re-organized files on the Environmental Computer; Created folders for various sub-topics such as Ladder Fuels, Forestry; re-wrote correspondence as directed by the new Department Manager and developed the means by which the Environmental Department could utilize the same address database that the Design Department was using.

Completely re-organized the Environmental Department - archived older files, sorted and Ordered files in file drawers; organized frequently used forms and handouts into a readily accessible table-top drawer; organized pesticide information for greater ease in finding toxic information and MSDS sheets; and helped the staff develop and edit new and currently used forms.

Helped develop spreadsheets for the 2000 budget in the Design and Environmental Departments. Developed a Purchase Order log and Compliance tog for the Environmental Department.

Developed a new Owner address list in Word for the SROA Design Department, which utilized word's merge capability. The result was greater ease in merging documents and addresses, especially as the address list was maintained in a separate text dos base software system, as well as quicker turnover in address labels and mailing lists for the Design Department's large quantity mailing needs.

- Sheridan College and the Daniels Fund. Sheridan College was expecting up to 60 participants for their annual summer Daniels Program. I created a daily and weekly schedule of events for students and staff so that students were able to complete all required curricula, and also had free time and meal times. I contacted vendors to find essential items such as compasses, training and literature, as well as arranged for buses, vans and cars to be reserved for off-campus activities. I contacted community members to provide unique services that tied into the Daniels Fund theme and made sure all was ready prior to the commencement of the program. In addition, I made sure every participant had a name-tag, certificate of completion, and a program of events.

Ran bulk mail program to aid in processing the bulk mail that Sheridan College uses to send out their admissions and recruiting mailings. Was responsible to complete in a timely manner Advising Dept. mailings to current and new students, utilizing Microsoft Word technology of mailings, merges, and labels.

Created informational brochures for the Advising, Testing and Careers department that explained the different types of testing available to students and the public. Brochures outlined who was eligible for testing, costs, schedules, contact information and study guide resources. Some of these brochures went to other departments such as the Nursing Dept. to be included in their mailings to potential students.