**Anne Carlson**

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**EDUCATION**

**Bachelor of Arts, Business Administration – University of Oregon**

Minors: Journalism and Spanish

**PROFESSIONAL EXPERIENCE**

*Organization and Logistics*

* Organized meetings, director’s daily schedule and all paperwork processing and filing for the department, much of it confidential
* Fielded all employee and applicant calls and in-office visits including questions, requests and complaints
* Researched and resolved employee issues through internal and external resources and, as needed, upper management referrals
* Responsible for new hire intake and orientation
* Created and edited documents and correspondence as needed for human resources as well as other departments
* Sat in on executive level meetings, documented and transcribed meeting minutes
* Gained extensive knowledge of state and federal workplace laws and regulations
* Worked closely with organization’s benefit providers, including enrolling new employees and resolving employee issues
* Analyzed standard operating procedures and recommended improvements that were adopted by the management
* Accountable for managing all Oregon state-wide petitions for congressional legislation that Planned Parenthood was advocating
* Planned and implemented age appropriate activities and experiences consistent with the center’s goals and emphasizing individualized and independent growth

*Leadership Skills*

* Managed, trained and supervised support staff of three
* Implemented and documented positive individualized education plans as necessary, while maintaining close communication with parents
* Developed and led staff training program
* Earned privilege to self manage work, while meeting all project objectives

**PROFESSIONAL CAPABILITIES & CERTIFICATIONS**

* Proficient in all Microsoft Office Suite programs
* Conversational Spanish (advanced college level of speaking, reading, and writing); Spanish-speaking immersion program in Barcelona, Spain

**EMPLOYMENT EXPERIENCE**

* Lead Teacher – Preschool, Infants/Toddlers, West Hills Learning Center, Portland, OR, November 2009 – Present
* Human Resources Assistant, Mary’s Woods, Lake Oswego, OR, January 2007 – November 2009
* Biotech Lab Assistant, University of Oregon Institute of Neuroscience, Eugene, OR, October 2003 - August 2006
* Data Management Intern, Planned Parenthood of Southwest Oregon, Eugene, OR, June 2005 - August 2005