**Vicki Merck**

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**Salem, OR 97305** [**vmerck2187@comcast.net**](mailto:vmerck2187@comcast.net)

**National Federation of Independent Business 02/2008 – 06/2008**

**Administrative Assistant**

Maintained electronic calendar;

Accounts receivable/payable;

Tracked legislative bills;

Office management; and

Created and maintained Excel spreadsheets.

**Public Utility Commission 05/2001 – 07/2006**

**Executive Assistant 2**

Maintain liaison between the Commissioners and staff;

Maintained electronic calendar and schedule for 3 Commissioners;

Composed correspondence;

Acted in a confidential capacity;

Complied and maintain case management files;

Interpretation of laws, rules and regulations;

Created and maintained various subject files;

Made logistical travel arrangements for in-state/out-of-state travel;

Processed Commissioners expenses reimbursements for travel etc.

Worked closely with Legislator’s and staff on PUC issues;

Tracked legislative bills for commission office;

Ordered and maintained office supplies and equipment; and

I trained new employees.

**Oregon Dept. of Transportation 03/1998 – 01/2001**

**Program Tech. 1**

Responsible for reviewing and maintaining ODOT’s Y2K Project Plan and Schedule;

Maintained ODOT’s Y2K Budget;

Assisted in monthly reports to Executive Steering Committees and Program Managers’

Worked with ODOT agencies to collect information of status of their projects;

Developed policy and office guidelines;

Developed training manuals for new employees;

Created and maintained ODOT’s Information Systems Organizational charts; and

I performed research for software.**Commission on Children and Families 05/1990 – 02/1997**

**Grant/Office Manager**

Responsible for a multi-million dollar grant stream;

Hired and supervised office support staff;

Provided technical assistance and non-technical support to all 36 counties;

Assisted in conducting various workshops to all 36 counties;

Assisted in Request for Proposals solicitation process for State and Federal Juvenile Justice Funds;

Responsible for processing accounts receivable/payables, coded, posted, balanced, reconciled and applying governmental accounting practices and principles for State and Federal reports;

Reviewed and processed comprehensive plans and amendments for all 36 counties;

Requested funds from State accounting and Federal government;

Submitted quarterly reports for State and Federal funds;

Developed policies and procedures; and

I made presentations to various groups.

**Additional skills:**

Proficient in Microsoft office, Accounts Receivable/Payable; Grant experience; Training, Evaluation and Monitoring; Personnel; Ten key and Office Management: Quickbooks