**Holly E. Mutch**

**29925 SW Rose Lane, Apt 58**

**Wilsonville, Oregon 97070**

**holly.mutch@comcast.net**

**Cell: 503-710-4623**

**OBJECTIVE**

Seeking a position utilizing my knowledge and successful experience in project management support and administration

**SUMMARY**

* Delivers detail-oriented work
* Keeps accurate and complete project financials
* Able to work independently, exercise initiative and work effectively with variable workloads in a professional and confidential manner; solid work ethic
* Over ten years of excellent customer service experience
* Excellent written and verbal skills
* Effective planning and organizational skills

**EDUCATION**

Pioneer Pacific College, Wilsonville, OR

* Bachelors of Science – Business Management
* Associate of Applied Science – Business Information Systems

**SKILLS SUMMARY**

* MS Office Suite 2007
* SAP GUI 7.10
* Primavera Evolve
* ADP Business Application
* Windows 7, Windows Vista, Windows XP
* IBM Rational ClearQuest
* Tortoise CVS, SVN

**EXPERIENCE**

**Hewlett Packard Enterprise Services, Tigard, OR July 2006 – Present**

US Public Sector/State and Local Government

OR Public Employees Retirement System

Customer Program/Project Manager I

* Support project financial management by tracking deliverables and project progress
* Coordinate and integrate the work efforts and deliverables of project team
* Plan monthly project forecasting for invoicing
* Track and reconcile project time/billable time
* Create client invoices
* Manage resource onboarding and exiting process with HP and at client site
* Provide administrative assistance for three projects consisting of 95 resources
* Act as Records Management Coordinator for 10 projects concurrently
* Update resource assignment dates for 10 projects
* Plan and coordinated meetings and events
* Add and update documents on two SharePoint project sites

**Staffing Solutions LLC, Portland, OR May 2006 – July 2006**

Hewlett Packard Enterprise Services, Salem, OR

Receptionist/Administrative Assistant

* Provided administrative assistance to Human Resource department by filing employee documents, prepared proposal binders for Sales department, and provided editing, proofreading and formatting of business documents
* Performed Facilities Management duties including fire protection and safety, ensuring maintenance of building, monitoring HVAC, and managing usage of security badges by employees and visitors
* Answered 10 incoming phone lines in reception
* Maintained scheduling for three executive conference rooms including planning and set up of beverages and meals as requested for meetings, set up of projector with laptop, and making copies of any reports/printed materials to be handed out to invitees
* Created and submitted expense reports for two managers with busy travel schedules

**TEC Equipment/NW Volvo Trucks, Wilsonville, OR August 2002-November 2005**

Office Assistant

* Performed A/P invoicing for Service and Body Shop Departments/purchased general supplies for the shop/building maintenance
* Reconciled weekly timecard printout for over 35 employees, processed absence request forms, performed timecard overrides
* Maintained three petty cash accounts, prepared daily deposit for all credit/debit card transactions, checks and cash
* Obtained 75+ purchase order numbers necessary for invoicing each month, for the company’s main customer
* Maintained office machines, created letterhead, forms and memos, prepared outgoing mail using postage meter, answered six incoming phone lines/15 extensions and screened all calls, ordered office supplies, scheduled appointments, and checked status of customer accounts before their service appointments

**The Lunch Box Deli, Tualatin, OR October 1994-June 2002**

Manager/Food Preparation

* Provided superb customer service in planning catering orders with customers
* Managed deli for two years while owner opened new location – in charge of six employees, placed weekly food and supply orders
* Trained new employees and contributed to staff evaluations
* Prepared daily deposit