**Lori A. Conlin**

2910 SE 175th Ct. • Vancouver, WA 98683 • 971.344.3841 • [loriconlin422@gmail.com](mailto:loriconlin422@gmail.com)

**ADMINISTRATIVE PROFESSIONAL**

Dedicated administrative professional offering diverse experience in all aspects of office operations. Skilled in delivering exceptional office management and customer service while striving to increase quality and improve overall efficiency to accomplish goals. Adept at handling complex issues and details related to office projects and priorities.

Effective team builder combining strong organizational, multi-tasking and problem solving skills to coordinate support activities. Expert in fostering productive communication that facilitates results and improves business relationships. Seeking a cultural environment that inspires personal growth and ongoing professional development.

Office Management

Executive Assistant

Travel/Event Coordinator

Expenditures/Departmental Budget Processing

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**PROFESSIONAL EXPERIENCE**

**ONE MAIN FINANCIAL,** FORMERLY CITI FINANCIAL •Portland, OR2011/Present

**DISTRICT MANAGER ASSISTANT**

Provide administrative support to management at district and area levels. Prepare and compile daily, monthly and quarterly account production and delinquency reports. Arrange travel, conference calls, calendar management and process expenses. Preparation of new hire, termination and corrective action documentation in support of Corporate Human Resources Department. Responsible for tracking of employee training and licensing.

* Maintain effectiveness when experiencing changes in the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures
* Proactive in keeping management on track with training and productivity.

**PUTNAM COUNTY BOARD OF EDUCATION** • Cookeville, TN 2008/2010

**ADMINISTRATIVE ASSISTANT**

Supported Assistant Director and multiple supervisors of the Curriculum and Instruction Department. Initial contact for student services including handling of confidential student records and transcripts. Liaison for the Putnam County Board Of Education, district employees and the State Department of Education for processing and advancement of teacher licensing and tenure. Tracking and submission of new/additional district curriculum and dual enrollment courses at state level. Partnered with Tennessee Technological University (TTU) for hiring and placement of graduate students. Ensuring all aspects of testing at the district level coordinated with schools for mandated state wide testing. Assisted in

related customer service issues, and effectively dealt with parental interface. Coordinator of department events, and

districts Commencement Exercises and Academic Banquet.

* Processed and maintained supervisors’ calendars including meetings, appointments and travel ensuring office efficiency.
* Developed annual student data report, or FTE, for the school district based on comprehensive data reporting.

**FRYE ADVERTISING** • Cookeville, TN 2006/2008

**CUSTOMER SUPPORT**

Responsible for processing client and vendor leases for billboard advertising rentals. Regularly reviewed renewal leases while striving to keep clients informed in an effort to retain business. Preparation of documentation for billing and collection procedures. Surveying of surrounding areas to obtain property for new billboard locations.

* Increased client retention and repeat business through maintaining open communication with clients, vendors and media outlets.

**PALM BEACH COUNTY ADULT EDUCATION** • West Palm Beach, FL 2003/2005

**DATA PROCESSOR**

Assistant to Vice-Principal of Adult Education. Organized and prepared the master class schedule. Placement of students in appropriate courses and processing of class rosters. Submittance of daily, monthly and semesters end attendance reports. Responsible for compiling and submitting data for district FTE report.

**PALM BEACH COUNTY SCHOOL DISTRICT** • West Palm Beach, FL 1994/2005

**ADMINISTRATIVE SUPPORT SECRETARY**

Coordinated school calendar, staff meetings and related travel agendas. Handled confidential documents according to policy. Submitted payroll and maintained both external and internal budgets, including daily and monthly reconciliation of accounts. Processed student registrations, withdrawals/transfers, schedules, attendance records, biannual student enrollment budgets and quarterly student progress reports. Collection of raw data to compile and submit biannual FTE (district funding) reports. Increased overall operational efficiency through successfully managing substitute teachers including scheduling in coordination with absent teachers to ensure all positions were filled. Assisted guidance department in correct class placemen of student.

* Recipient of multiple promotions to progress throughout organization, ranging from Bookkeeper, Data Processor to Administrative Support Secretary
* Recognized by superiors for achieving a perfect audit

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**EDUCATION**

CLACKMAS COUNTY COMMUNITY COLLEGE • Continuing Education 2010–2011

PALM BEACH COUNTY SCHOOL DISTRICT • Professional Development Courses 1995–2005

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**COMPUTER KNOWLEDGE**

* Microsoft Office
* Adobe Acrobat
* Google Documents
* Maestro
* People Soft
* Power School
* Procure 2 Pay

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