Throughout my career, my work ethic is one of excellence in knowledge, skills, and customer service. I maintain the highest professional dedication to continue to give confidential, top-level Executive Assistance, as well as project administration to senior management.

**Education**

Everest College, 2003 – Paralegal, AAS (National and Everest Dean’s List)

Clackamas Community College,  
1996 – Journalism

HR Law through various BOLI classes

Writing comprehensive policies and procedures

**Employment History**

Portland Development Commission – 1999 to Present (503) 823-3201

222 NW Fifth Avenue; Portland, OR 97209

Executive Assistant to the Chief Financial Officer, Asset Management Division Manager, Information Technology Manager, Facilities Supervisor and other mid-level managers in the Finance and Budget Operations Division. This position requires strict confidentiality, meeting multiple deadlines, and proficient computer knowledge and professionalism. I have also supported the Human Resources Manager and am familiar with processing issues ranging from lay-offs to payroll adjustments. In supporting these positions, I am responsible for multiple calendars, travel, composing, editing, presentations, producing correspondence and reports, streamlining processes wherever possible, negotiating contracts, and enter and follow-up with purchase orders through the Lawson system.

I developed a method in our software (Trim) to keep track of all vendor activities (contracts, purchase orders, and payments), as well as archival records for PDC’s Financial Investment Committee and Operations Steering Committee transactions. I have also developed forms using Excel and Word, and with PowerPoint, I have designed presentations and report covers. I play an integral role in planning and implementing projects and programs from senior management with little to no supervision. As in my previous positions with other entities, my supervisors look to me for answers from the simple to the complicated, relying on my technical abilities and business savvy to make sure their projects are complete; correspondence is correct, professional looking and sent out. Additionally, I back up for the Senior Executive Assistant for the Executive Director.

Bonneville Power Administration – 1991 to 1998 (503) 230-3000

905 NE 11th Avenue, Portland, OR, 97232

During my tenure at BPA, I held positions with progressive responsibilities. Starting as a secretary to the Public Affairs Manager, I was soon promoted to the Freedom of Information Act coordinator, which required knowledge of federal rules and regulations in responding to outside requests for information on various BPA projects. As Administrative Assistant to the Materiel’s and Contract Manager and later, Assistant to the Energy Conservation Manager, I supervised as many as five other assistants in various locations throughout the Pacific Northwest.

Ancillary to this work, I was the editor for an informational booklet published by BPA, called Women at BPA, and completed this project within budget and time expectations, with professional results. In this position, as well as others listed below, they required confidentiality, handling multiple calendars, deadlines, and being part of a team in order to accomplish a common goal. I had to handle daily tasks with no supervision, and collaborated with supervisors to finish projects within deadlines, budgets, and expectations.

**Other Work History**

State of Oregon – Health Department - Safe Drinking Water – 1987 -1991

800 NE Oregon Street; Portland, OR 97232 – (971) 673-1222

Oregon Health Sciences University Foundation – 1980 – 1987

3181 SW Sam Jackson Park Road; Portland, OR 97239 – (503) 494-8311

**References**

* Erin Poole, Interim IT Manager  
  Portland Development Commission  
  (503) 823-3265
* Julie V. Cody, Administrator for the Department of Housing and Community Services  
  State of Oregon  
  (503) 986-2106  
  *(former supervisor at PDC)*
* Vicki English *(former supervisor at BPA)*  
  (503) 723-9737
* Michelle Shelton, *(former HR Mgr at PDC)*  
  (503) 410-4700