‍‍PATRICIA MURRAY

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| SKILLS | | |
| * Complex Calendar Management | * MS Office | * InDesign |
| * Travel Coordination | * QuickBooks | * Multi-Line Phone Support |
| * PowerPoint Presentation | * Project Management | * Invoicing and Collections |

EDUCATION

Bachelor of Arts Degree | Hawaii Pacific University | December 2009

* Major: Political Science
* Dean’s List for three semesters.
* Editor and Contributor to *The Voice*, a publication by the College of International Studies.

VÄXJO UNIVERSITY | VÄXJO, Sweden

* International Law and Human Rights Studies

Universidad Latina De america | Morelia, Mexico

* Studied Spanish Language

PROFESSIONAL EXPERIENCE

Executive Assistant – Office Manager – Project Director | Scout consultants

April 2010-PResent

*A full-service grant writing company with a vast record of success writing grants for educators.*

* Manage daily operation of office through maintenance of bookkeeping using QuickBooks, send invoices, collect payments; process payroll and track insurance policies.
* Orchestrate Human Resource tasks including posting ads, handling interviews to hire new staff, background checks and designing job offers and on-boarding new hires.
* Hire, train and supervise two direct reports and manage team of 7+ on a variety of projects; make certain objectives are met by identifying goals and solving issues as they arise.
* Led team to launch four websites and furthered marketing efforts using social media and blogs; managed design and implementation of an online assessment tool.
* Ensure office policies and procedures are practiced and designed Procedural Manual for reference.
* Maintain appropriate level of inventory supplies and build relationships with external vendors such as accountants, payroll, translation services, and suppliers to ensure needs are met.
* Assist President to manage schedule and prioritize work load and make travel itineraries as well as arrangements; generate reports regarding projects and financial details.
* Handle technical tasks including computer set-up; upgrade RAM and server operations; moved data to cloud based services and arranged shared network.
* Coordinate special events and trade shows; book travel and organize transfer of supplies; assemble binders and give-aways and work with vendor to design brochures and signs.
* Created tracking sheets for approval ratings, projects, calendars for multiple team members and current state of projects.
* Guarantee deliverables and critical activities associated with project execution are met through effective leadership and direction of teams.
* Charged with coordinating all details and requirements of 150+ grant submissions through collaboration with writers, editors and clients.
* Assemble grant packages and serve as ‘point of contact’ with clients ensuring deadlines are met.
* Employ organizational skills to maintain project calendars, decipher requests for proposals (RFP) and send to clients’ a detailed list of items needed to proceed with grant development.
* Review all client submissions to determine requests for proposals (RFP) standards are met; collate grant packages and submit for decision.

Office Assistant | Hawaii Pacific University | 2007-2009

* Played a key role in cross coordinating information for book orders prior to semester by interfacing between professors, publishers and school bookstore.
* Managed office support for department faculty including filing, copying, mail and correspondence.
* Edited newsletters and department flyers and provided assistance for meetings and seminars; represented department in a professional manner.

Shift Supervisor | Starbucks | 2004-2007

* Held progressive responsibilities and quickly received promotion from Barista to Shift Supervisor.
* Orchestrated daily schedules and trained new employees; held responsibility for cash management and reporting; served as liaison between store employee, partners and senior management.
* Acclimated to geographically diverse locations and fostered repeat business by providing quality, well-timed customer service.

CERTIFICATES

Fundamentals of Successful Project Management | SkillPath Workshop | 2012

Basic Advocacy Training for Portland Women’s Crisis Line | 2010