**Margie Liening**

**17552 SW Sarala Street**

**Aloha, Oregon 97007**

**(503) 332-6086 (cell)**

**margieliening@yahoo.com**

JOB OBJECTIVE: Challenging part-time position that utilizes my varied skill set in project management, event planning and customer service.

HIGHLIGHTS OF QUALIFICATIONS (with quotes from colleagues and customers from past performance reviews)

Excellent written and oral communication skills

*“Good communication skills and also very good at facilitating the projects she is working on with us.”*

Highly skilled at event planning

*“Margie’s organizational skills (meeting planning) have been excellent. The one big event on which we worked together she was ahead of me every step of the way and anticipated/solved problems before they occurred.”*

Focus on customer service

*“Margie takes customer service very seriously and is very prompt in all replies and requests of our members. Her customers think very highly of her.”*

Pays strict attention to details and accuracy

*“Her organization and attention to detail are a huge asset to our organization.”*

Highly reliable and dependable

*“Margie is very dependable, detailed and personable. It is a pleasure to work with her.”*

Able to prioritize work and work on multiple projects

*“Her organization and anticipation of issues and deadlines is unmatched.”*

*EMPLOYMENT HISTORY:*

October 2007 – present: Children’s Health Alliance, Portland, Oregon

**Position: Program Manager – Quality and Human Resources** Responsibilities**:** Design data collection tools (including databases) for quality improvement initiatives. Created adolescent immunization improvement initiative from the ground up – created database and reporting form and launched project with practices. Analyzes and summarizes data for reports, distributes reports as required. Works with practice physician champions to implement and monitor programs. Improved immunization rate over 6% since the beginning of the initiative. Reduced emergency room and hospital visits for children with asthma due to the efforts of the asthma quality improvement initiative. Sustains progress of programs, working closely with the Medical Director. Plans and coordinates off-site lectures, training sessions, retreats and conferences. Manages the payroll, benefits and human resources. Coordinates hiring process for all personnel.

**Position: Quality Coordinator** Responsibilities: Coordinated meetings for quality initiatives, working closely with project lead. Compiled, analyzed and summarized data for reports. Provided administrative assistance for quality projects. Worked with members to communicate initiative, including goals, measures and data reports.

**Position: Administrative Assistant** Responsibilities: Published bi-monthly newsletter for members. Scheduled and planned a variety of meetings. Took minutes at several committee meetings, including Board of Directors. Responsible for member correspondence, including semi- annual dues billing. Collected and organized organization bills, mailed payments. Ordered office supplies and maintained all office machines.

October 2004 to May, 2007: Valley Christian Preschool, Portland Oregon

**Position: Assistant Preschool Teacher – 2 ½’s class:** Responsibilities**:** Co-taught two classes of up to ten 2 ½ year olds. Helped to guide the children in their social and physical development as they enjoy their first “school” experience. Mediated conflicts as they arose and re-directed as needed. Planned and implemented daily art projects. Communicated with parents every day about their child’s progress and discussed issues as needed. Ensured state and preschool regulations and guidelines were followed. Interacted with other preschool staff and director. Helped to plan preschool functions.

March 1997 to July 1998: Vatyx, Inc., Philomath, Oregon

**Position: Purchasing Manager:** Responsibilities**:** Researched vendors to provide best possible price for multiple computer parts. Established relationship with vendors as Vatyx was a new computer software and computer build/repair company. Created and maintained an inventory control system. Received and processed shipments of computers. Coordinated company’s promotional literature, booth space and travel arrangements for a large industrial trade show. General office duties as necessary.

December 1990 to December 1996: Stanford University, Palo Alto, CA

Department: Housing & Dining Services, Housing Facilities & Services

**Position: Contracts Coordinator** Responsibilities: Purchasing and contract management for major repairs

and scheduled and planned projects for Housing Facilities Department. Initiated, monitored and closed out all contracts for projects under $25k. Worked with University Contracts Department for projects that were over $25k but remained department liaison for project. Controlled all contract related communication with vendor and department resource for contract and project guidelines.

**Administrative Assistant** Responsibilities: Provided complete administrative support to the Manager and Associate Manager of Housing Facilities & Services. Complex scheduling, typing, compiling and organizing of reports. Analyzed data, prepared and summarized survey results. Coordinated hiring of several high level managers that reported to the Manager of department including recruitment, interviews, and training of new hires. Researched and wrote reports on issues such as residence hall security features and handicap access to residence halls. Composed and sent responses to daily issues that required the Manager's attention. Organized and planned events for the department. Responded to questions, represented the department to students and the public.

**Inventory Assistant** Responsibilities: Established new procedure for supplies including maintaining minimum/maximum levels, placing purchase orders and follow-up to ensure proper delivery. Tracked and controlled distribution of cleaning supplies to residence halls. Kept complete, detailed inventory record of all supplies. Problem solved any discrepancies and kept manager informed of any irregular trends in supply ordering. Responsible for all aspects of personnel for exempt and non-exempt employees. Acting Manager of Administration for two months, supervised 6 employees and helped to coordinate and plan the closing of the residence halls and their opening for summer conferences.

November 1989 to December 1990: Stanford Federal Credit Union, Palo Alto, CA.

**Position: Administrative Assistant** Responsibilities**:** Served as assistant to the Credit Union President. Provided administrative support to an additional 5 managers, especially the Human Resources Manager. Coordinated hiring process for entry level personnel. Compiled monthly board of director’s reports. General office duties including filing, typing, computer reports, etc.

EDUCATION: Bachelor of Arts in Religious Studies

Minors in Psychology and French

College of Notre Dame, Belmont CA

Proficient in several computer programs including Word, Excel, Outlook and PowerPoint