Objective

To obtain a challenging part time position utilizing my knowledge, skills and abilities and provide a valued asset to my employer.

Profile

Motivated, personable individual with excellent communication and customer services skills. Diplomatic and tactful with fellow team members. Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills and wiliness to learn new job set skills. **Thirty years administrative experience.**

Skills Summary

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| Comprehensive knowledge of IBM computer, BPA Asset Suite, SharePoint, Microsoft Office, Microsoft Word, Excel, Maintaining Files, Receptionist, Personal Assistant, Purchase Agent, Processing Mail, Shorthand- 100 wpm, Typing - 80 wpm, Copy Machine, Scanner, Preparing Correspondence and reports, Supervise Clerical help, Past Professional Member, International Association of Administrative Professionals (IAAP). |

Professional Experience

Received requests from other organizations within agency for information concerning programs under manager's direction. Kept informed and updated on issues, priorities, and sensitivities affecting work of the immediate organization, work unit, through consistent communication with manager/supervisor, frequent interaction with other managers and outside contacts. Maintained the manager/supervisor calendar and scheduled appointments, meetings, and travel based on knowledge of priorities and schedule. Reviewed all incoming correspondence, regulations/policies, and announcements, determining which items require immediate action by the manager or appropriate staff member. Performed a wide variety of secretarial, clerical, and administrative functions in support of the manager and work staff including mail distribution, maintaining files and records, responded to general public inquiries and other agency requests for information. Made extensive use of computer in the preparation of correspondence and technical reports.

Entered and reviewed time and attendance in BPA computer systems, utilized SharePoint, Asset Suite with BPA.

Employment History

21 years with Bonneville Power Administration 1972-1984; 1999-2004; 2006-2010 Administration positions, Secretary, Office Manager, Personal Assistant

9 years with Glenwood Community Church 1990-1999 Administrative position, Office Manager

References available upon request

Education

Clark Community College – Major, Secretarial Science

Hudson’s Bay High School –