# Starleen Burton

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## Objective

A challenging position with a dynamic and growing company where I can use my current expertise and provide the opportunity to develop other proficiencies and make a meaningful contribution.

## Performance Profile

* Twenty-five years of successful experience in administrative support for division managers, owners, project managers, office managers, field managers and construction managers.
* Support with recognized strengths in account maintenance, problem-solving, trouble-shooting, sales staff support, and planning/implementing proactive procedures.
* Proven track record of accurately completing research, reporting, information management, and business-development efforts.
* Team player, with the ability to train, motivate, and supervise employees.
* Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives.
* Highly focused and result-oriented in supporting complex, deadline-driven operations; able to identify goals and priorities and resolve issues in initial stages.

## Key Skills and Areas of Expertise

♦ Excellent Organizational Skills ♦ Project Management ♦ Marketing Development ♦ Public Speaking ♦ Fundraising Development ♦ Policies & Procedures ♦ Management ♦ Strategic Planning ♦ Training & Development ♦ Research ♦ Troubleshooting ♦ Methods & Procedures ♦ Proofreading ♦ Problem Solving ♦ Management ♦Seminar Planning & Development ♦ Strong Client Relations Skills ♦ Leadership ♦ Creativity ♦ Initiative ♦ Dedication ♦ Dependability ♦ Commitment ♦ Advising ♦ Listening/Clarifying ♦ Analyzing ♦ Communicating ♦ Flexibility ♦ Interpersonal Skills ♦ Coaching ♦ Supervising ♦ Dictation ♦ Medical Terminology.

## Professional Profile

**LVL II Technician & Backup Shift 7 lead, Kelly Services November 2019 to Present**

Kelly Services OCG

Perform work in the fab of a fortune 500 company (INTEL) as part of the VSG team. As part of the KS VSG team, I oversee and ensure all the PMs have everything needed to perform the job successfully. I also perform a PMs, assist with PMs, the training and development of all the level twos, ensuring the ordering and returning of parts used during a PM, making sure all shark cages are properly stocked, uncrate pumps, perform top offs, DI filter changes, cannister changes, stocking all smart cabinets, taking readings and updating the share drive where needed.  Basically, making sure the PMs go smoothly so the techs can complete their work in a timely manner so the Fab can get back to production. I’m COHE certified, respiratory certified, Work place organization, preventative maintenance activity preparation, disassembling components, installation of components and assemblies which includes lifting and moving of parts and part kits, ordering and returning parts, monitoring tool box inventory, participate in wiping of parts and components during tool PM’s in addition to maintaining high standards with respect to safety, quality and output. Proper disposal of hazard waste materials proper use of PPE gear. Disassemble of parts and repair to be put back into stock.

**Office Manager and Bookkeeper** May 2003 to November 2019

Elliott’s Auto Electric

Management Responsibilities included supervising technicians, hiring office staff, managing benefit programs, all bank activities, monitoring petty cash, payroll functions, accounts payable and receivable, ordering office supplies and equipment.

**Project and Marketing Coordinator** January 2005 to December 2006

Lofy Group Wealth Management

Lofy and Associates, P.C.

Halcyon Financial Alliance, P.C.

Served as a Project and Marketing Coordinator also assisting the President and Vice President, utilize organizational skills by providing input to improve individual and overall department organization, coordinate travel schedules for departmental personnel (hotel, air travel, transportation, etc.), prepare expense reports for all billable/non-billable department travel on a timely basis, coordinate meetings, prepare agenda, reserve and prepare conference rooms for meetings, prepare/compose routine correspondence as requested, prepare new business kits which includes, binding designated copies and fine-tuning PowerPoint presentations to be enclosed in client specific kits, arrange and implement, as directed, conferences and committee meetings, assist with recruiting and interviewing, organize, assemble and maintain New Client Welcome Packets, assist in drafting and organizing Employee Handbook, assist in drafting legal agreements, Notarized legal documents, witnessed trust signings, organize and prioritize e-mails correspondence, daily mail, and phone messages, plan, plan, schedule and facilitate business functions, manage confidential correspondence, responsible for initiating and publishing the Freedom Reigns quarterly newsletter, distribution of the Weekly Commentary via-email, web page design.

## Education

Intelli High School

Rio Salado Community College

* Distance Learning

Paradise Valley Community College

* Marketing
* Accounting and Bookkeeping
* Small Business Operations
* Project Management Planning

University of Phoenix

* Accountancy

## Volunteer

**Office Administrator** January 1998 to December 2004

Bearup for Sheriff Campaign

Thomas R. Bearup

References available upon request