**BECKY L. BROWN**

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Lancaster, TX 75146 (972) 351-1779

**A D M I N I S T R A T I V E / O F F I C E S U P P O R T P R O F E S S I O N A L**

Trusted, hardworking and forward-thinking professional, with a wide variety of superior quality experience in a office and retail environment. Exceptional organizational skills with a proven track record of balancing priorities proactively complete projects with little direction and producing quality work. Works well with others to foster a positive team environment. Enjoys learning and using new technology to improve productivity. Demonstrates capabilities in making sure information is relayed in a timely and efficient manner, as well as ensuring all documentation is accessible electronically.

**C O R E C O M P E T E N C I E S**

Highly skilled, motivated and with excellent organizational skills. Experience in handling sensitive and confidential information requiring a high level of discretion. Also the ability to prioritize and multi-task, self-starter and team player, work well under pressure, excellent interpersonal communication skills.  Thorough knowledge of the process and procedures of the corporate environment.

Exceptional computer skills with proficiency in Microsoft Office Word, Excel, Outlook, PowerPoint, Alchemy Archive software, AS400, and Tax File Library and 10-key touch

**P R E V I O U S A C C O M P L I S H M E N T S**

Served as Attendance Chairperson within the International Association of Administrative Professionals (IAAP) Group.  Coordinated on-site training sessions for other Administrative Professionals. Received positive feedback from attendees which resulted in four people becoming active members within the International Association of Administrative Professionals (IAAP) Group. Along with Tax Management developed and implemented new paperless archiving policy. Trained and managed Summer Interns with Alchemy archive software and scanning equipment. Successfully and timely prepped, scanned, and reviewed approximately eighty years of tax documents for accuracy before sending to off-site storage facility.

**P R O F E S S I O N A L E X P E R I E N C E**

**PIONEER NATURAL RESOURCES**

**Administrative Assistant-Pioneer Water Management July 2013 – Present**

Performed diverse, advance and confidential administrative support functions to the VP of Corporate Facilities and thirty Engineers as needed. In additional to scheduling and performing duties such as coordination of meetings, conferences and travel, obtaining supplies, maintaining expense accounts, timekeeping and working on special projects. Deal with a diverse group of vendors, external callers and visitors as well as internal contacts at all levels of the organization.

**Administrative Assistant-Domestic Operation** **June 2012 – July 2013**   
Performed a wide variety of advanced level secretarial and administrative support to the Executive VP of Domestic Operations, his Executive Assistant, and one Manager of Strategic Planning. Responsible for calendar management, Coordinate domestic and international travel and accommodations, i.e., lodging, restaurants, local ground transportation, develops itinerary, coordination of local and national speaking engagements and business and professional events - Work with fellow administrative assistants to coordinate arrangements for weekly and monthly staff meetings including (but not limited to): material duplication, refreshment/lunch coordination room preparation; process expense reports and monthly audit of corporate credit cards to ensure submission of all expenses and timely reconciliation; order department supplies as needed and perform other important duties, as assigned.

**HUNT PETROLEUM CORPORATION** *(18 years with Company)*

*Was a privately held oil and gas exploration and production company formed in 1950. Company was sold to XTO Energy in 2008.*

**Administrative Assistant-Tax Department** **1998 – 2008**   
Performed a wide variety of advanced level secretarial and administrative support to the Senior Vice President of Taxation, one Manager and three Tax Accountants in the Tax Department - Processed and mailed out over 200 Federal and State Tax Returns annually. Responsible for calendar management, Coordinate moderate domestic and international travel and accommodations, i.e., lodging, restaurants, local ground transportation, developed itinerary, coordination of local and national speaking engagements and business and professional events - Worked with fellow administrative assistants to coordinate arrangements for weekly and monthly staff meetings including (but not limited to): material duplication, refreshment/lunch coordination room preparation; process expense reports and monthly audit of corporate credit cards to ensure submission of all expenses and timely reconciliation; prepared check requests; EFTPS for the Treasury department with the necessary information to print checks; ordered department supplies as needed - Managed and maintained the Tax Library and file room to ensure that all tax notice, correspondences, were filed in the correct location and in a timely manner and performed other important duties, as assigned.

**Joint Interest Accounting Clerk**  **1994 – 1998**   
Processed Joint Interest monthly billing and provided detail to working interest owners to support bills; data entry, filing, typing, processed incoming mail, answer phones; made copies and other general office procedures.

**Engineering File Clerk**  **1990 – 1994**  
Maintained large Engineering and Geologist file room utilizing alpha & numeric filing system; created file folders; pulled files for Technical Staff; assisted administrative assistants with copying & binding projects; handled off-site storage and performed duties requested by entire department.

**BAYLOR UNIVERSITY MEDICALCENTER OF DALLAS** *(Part-Time Employment)*   **1995 – 2000**   
Office Clerks - Provided general clerical support in the Medical Records Department.

**LARRY D. WHITING, D.D.S.** **1987 – 1988**  
Receptionist, Clerk Typists, greeting patients, filing, typing, handling insurance information and other general office procedures.

**WALMART 1984 – 1990**

**Cashier job** Duties and Tasks: 1) Receive payment by cash, check, credit cards, vouchers, or automatic debits. 2) Issue receipts, refunds, credits, or change due to customers. 3) Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

**Stocker** job duties and tasks: Responsible for receiving merchandise, unloading or unpacking it, marking it with codes to be identified, stocking shelves, and helping customers place orders. Worked in warehouse and stockroom.

**E D U C A T I O N**

El Centro Community College  1991 - 1993 • Cedar Valley College  1989 – 1990 ~ Majored in Business Administration

High School Diploma  1982-1986