

## ADMINISTRATIVE HR ASSISTANT

### Experience

The Shyft Group, Inc. Charlotte , NC Administrative HR Assistant 01/2008 to 05/2008

- Clark College, Tenure Program Support Supervisor 1933 Fort Vancouver WA 98663 (8-08 / present) Collaborative and strategic leadership approach in providing oversight of the Tenure Review Process and support staff with professionalism and grace Tenacious commitment to ensuring the Tenure Review Process operates within strict compliance of the CC/AHE Faculty Contract and WA State statutes Comprehensive and thorough ability to create and maintain complete, accessible and auditable files and records of work and process development Skilled in research, analyzing and understanding complex data, rules and laws and well-designed report preparation Effective time management coordinating numerous events while working with conflicting schedules and competing priorities of over 150 faculty and deans each quarter Intermediate to expertly proficient in using Microsoft Office Professional Suite, R25, Outlook, Doodle, Instructor Briefcase, SMS, Prezi, SharePoint, Secure Plus, etc.
- Perceptive project management skills, innate ability to think critically and a relentless attention to detail for ensuring high standards and tasks are brought to completion within strict timelines.
- Organized in developing, maintaining and auditing comprehensive electronic portfolios for content and accuracy over a three-year period in preparation for the Vice President of Instruction (VPI), President and Board of Trustees' review Experienced in developing effective job announcements and leading hiring committees through to a successful hire Serves honorably as a trusted and respected representative of the VPI and College in establishing, nurturing and sustaining professional relationships campus wide and throughout the community Developed and facilitated the contractually required All Staff Fall Orientation and 1st Year Tenure-Track trainings Systematically transitioned the Tenure Review Process from a solely paper dependent process to an efficient electronic portfolio system.
- Outcomes achieved: gained efficiencies that resulted in reductions in workload, staffing and used goods Knowledgeable trainer and in-depth program expert serving the College Community in all aspects of the evaluative and legal phases of the Tenure Review Process Skilled at developing innovative tools and streamlining processes to support tenure-track faculty and committee success Strives to provide honest, thoughtful and constructive feedback, verbal and written, via annual staff reviews and daily communications to encourage professional and personal growth and effective team development Mindful budgetary management in balancing inventories while ensuring expenditures are within established limitations Effective at setting clear expectations and addressing concerns early to encourage positive conflict resolution Meticulous redesign of the Clark College Tenure Review & Process Handbook as an effective tool for committees and probationary faculty Models a calm, caring and approachable manner instilling strong values, positive work ethics and a progressively collaborative work environment, while diligently promoting safety and ergonomic awareness Extensive background in managing public records, policies, procedures and ensuring contractual compliance In collaboration with VPI, communicate with the assistant attorney general and other state agencies as necessary to ensure the Tenure Review Process complies with College policies and procedures, and applicable state and federal laws Served as interim Senior Administrative Assistant for the CEO of the ARC Portland National Testing Lab Posted open positions, participated on hiring committees including screening rÃ©sumÃ©s and cover letters Developed new hire orientation packets, training presentations, personnel records and issued electronic badges Conducted 6-week training orientations including explanation of benefits, policies/procedures & safety awareness Tracked applicant and new hire statistics, prepared and maintained quarterly/annual reports and financial records Developed and maintained confidential personnel files and payroll records using ADP, Access and Excel Arranged travel, lodging & venue rentals for trainings, conferences & corporate events for staff, upper level management, CEO Orchestrated company-wide events: homeless drives, SOLV projects, food drives, lab week & coastal clean up events Active participant of the Diversity & Employee Advisory committees and chaired safety & wellness committee Organized & facilitated improvement group meetings, accurately scribed & distributed detailed minutes Proficiently proofread communications both written and electronic records for managers, directors and CEO Accounts payable with security authorization to manage credit card expenditures up to \$250,000.00 Created flyers, posters, newsletters, announcement emails, & PowerPoint presentations for trainings.

Ledcor Oklahoma City , OK Co-owner / HR Manager / Executive Assistant/ Treasurer 01/2006 to 01/2016

- Developed fundamental bookkeeping records, including payroll, and budget analysis Created and maintained financial spreadsheets, prepared reports and recorded transactions for tax preparation Organized, facilitated, and recorded meetings Posted positions, conducted interviews, made employment offers & prepared performance reviews Created and managed personnel files and established positive rapport as accounts representative & HR Manager.

SEH-America City , STATE Team Lead 01/2001 to 01/2016

- Instrumental in transitioning from a tiered management style to team empowerment Collaborative leader and empowering mentor to nearly 50 team members Created and managed personnel files, time cards, leave balances and departmental expenditures Trained extensively in analyzing data, creating spreadsheets, and running reports Skilled in timely and thorough investigations of customer/employee complaints ensuring strict adherence of the SOPs Served on interview panels, conducted new-hire orientations w/explanation of benefits, safety & protocols Provided strategic technical support and policy development for engineers in streamlining processes Professional communicator and visionary thinker in aligning teams w/the mission for high performance outcomes Served as an active member of the Site-Wide Ergonomic Advisory Board, performed plant-wide position evaluations Trained in emergency preparedness, identified safe escape routes, & established safety procedures Influential in maintaining high standards and quality assurance to sustain leadership in the industry Competent conflict resolution and problem solving skills that instill values and create a positive team environment.

### Safety Coordinator

- organized emergency drills, established exercise program, orient new employees.

### Education

AAS Business Software Applications Specialist/Administrative Assistant Clark College GPA: 3.95 GPA: 3.95

Executive Secretary / Business Technology - Honors Western Business College

#### Certifications

Modular I, II, III \*Computer Applications Skills Award Modular I \*Certificate of Proficiency Office Assistant

#### Skills

Accounts payable, Administrative, Administrative Assistant, ADP, Approach, Attention to Detail, attorney, auditing, benefits, bookkeeping, budget analysis, Excellent Interpersonal Skills, Computer Applications, conferences, conflict resolution, content, credit, Critical Thinking, emergency preparedness, financial, FrontPage, hiring, HR, Instructor, Instruction, Leadership, team development, legal, letters, managing, meetings, mentor, Access, Excel, Microsoft Office Professional, Office, Outlook, PowerPoint presentations, SharePoint, Communicator, newsletters, Office Skills, payroll, performance reviews, personnel, policies, policy development, posters, presentations, problem solving skills, process development, processes, project management, protocols, Quality, quality assurance, rapport, research, Safety, SMS, spreadsheets, staffing, statistics, strategic, Supervisor, tax preparation, technical support, Technical Writing, time management, Trainer, written, annual reports

Additional Information

- ACADEMIC ACHIEVEMENTS AND RECOGNITIONS \*Recognized for superior quality work as the Most Outstanding Student Award in Business Technology 2004 \*Win-Win Award / Employee of the Quarter / Ergonomic Advisory Board / Business Technology Advisory Board President's List National Dean's List Phi Theta Kappa Certificates of Achievement: Receptionist, Clerical Assistant, Office Support Specialist