VONDA JOSEPH-CREAR

**1601 Southmoore Drive, Arlington, TX 76010-5926 Email:** [**vonda\_crear@yahoo.com**](mailto:vonda_crear@yahoo.com) **Cell: 972.997.5621**

**PROFESSIONAL SUMMARY**

An exceptional, organized and initiative-taking professional with strong work ethics. I am proficient in programming languages. Adept in multitasking and effectively prioritizing tasks to streamline processes and achieve success.

**PLATFORM & TOOLS**

**Programming Languages:**

HTML, CSS, JavaScript, Git & GitHub

HP, MacBook, macOS, Microsoft Windows 10 & ChromeOS.

**Software:** MS Office Suite 2016 and 365, Microsoft Project, SAP, Visio, and SharePoint.

Adobe Illustrator & Photoshop and other internal systems and databases.

**CRM Platforms:** Salesforce, Microsoft Dynamic 365 and Axon Trucking Software.

**Social Media Platforms:** Facebook, X, Instagram, and LinkedIn.

**Electronic Mail Systems:** Microsoft Outlook, Teams and Zoom.

**Financial Analysis:** Working knowledge of business and financial reporting with Excel and QuickBooks.

**Travel Software:** Amex Travel & Concur.

**Certifications:** Microsoft Office User Specialists (MOUS).

**Tele-Conferencing:** Video, Web-Conferencing, Outlook integration and online collaboration.

**PROFESSIONAL EXPERIENCE**

**University of Texas at Arlington 2025 – Currently**

***Student – Software Engineering***

**J & R SCHUGAL TRUCKING COMPANY 2024 to 2025**

***OTR Truck Driver***

* + Delivered products to various locations across the east coast.
  + Transporting freight an average of 2,000 to 3,000 miles weekly.
  + Maintain a 99% on-time delivery rate.
  + Operate fleet Kenworth truck models with optimal fuel efficiency.

**TEXAS BEST HOME HEALTH – DALLAS, TX 2016 to 2024**

***Home Health Aid – Part Time***

* + Provide compassionate and effective care to patients.
  + Provide mobility assistance and personal services to patients.
  + Work independently while collaborating with healthcare professionals.
  + Provide housekeeping, laundry services, preparing and serving meals.
  + Shopping for food and other household requirements.
  + Running errands and accompanying patients to doctor’s appointments.

**INDIGENOUS PRODUCTS – Dallas, TX 2011 to 2016**

***Executive Assistant to VP of Texas Region***

* + Managed complex calendars and schedules for VP and direct reports.
  + Managed special projects from conception to completion for VP and direct reports.
  + Anticipated needs of VP and his staff; reliable with problem-solving capabilities.
  + Coordinated Domestic and International travel arrangements.
  + Generated time and expense reports for VP and his direct reports.
  + Prepared expense reports and reconciled expenses.
  + Coordinated logistics for web, video and teleconferences.
  + Coordinated the logistics for catering, on and off-site meetings and prepared meeting minutes.
  + Managed the office and acted as liaison for executive in his absence.
  + Coordinated and set up international conference calls for VP and direct reports.
  + Exercise great leadership skills when needed.
  + Demonstrated excellent organizational skill by using daily To Do Lists and Project Timelines.
  + Assembled mass mailings by creating mail merges, name badges and labels.
  + Prepared flowcharts and presentations using Excel & PowerPoint.

# KIMBERLY-CLARK – Irving, TX 2010 to 2011

***Executive Assistant to Vice President of Global Security***

* + Coordinated travel arrangements, teleconferences, and bi-weekly staff meetings.
  + Managed heavy calendars and prepared presentations for VP and staff.
  + Generated and reconciled expense reports for review and submission (Amex/Diners Club).
  + Prepared departmental invoices. Ordered and maintained office supplies and scanned documents.
  + Act as liaison for Vice President and management team.
  + Assisted with the employee exit interviews and transfers.
  + Developed and implemented new administrative quality control systems.
  + Coordinated and assisted integration team with high-level administrative internal and external communications.

**DELOITTE TAX LLP/DELOITTE SERVICES L.P. – Dallas, TX**  **2006 to 2009**

***Tax Service Center & Shared Office Services Administrative Assistant***

* Provided administrative support to partners, principals, directors, and tax managers.
* Organized domestic, international travel with car service for partners and managers.
* Generated time and expense for partners and managers.
* Prepared and reconciled partners’ corporate card expenses.
* Generated Request for Purchase documents (RFPs).
* Modified routine engagement letter for partners.
* Created accounting cost allocation schedules for partners.
* Processed tax returns for partners and managers.
* Researched and prepared financial data of companies for tax managers.
* Created business application flowcharts to simplify routine administrative functions for cost effectiveness.
* Generated UPS, DHL and other courier shipments for team and partners.
* Processed invoices using Deloitte internal custom applications.
* Coordinated meeting coordination and catering requests for off-site meetings.
* Provided administrative back-up for other administrative assistants.
* Multi-tasked and prioritized various projects and met deadlines.

**UNIVERSITY OF TEXAS AT ARLINGTON ARLINGTON, TX**

**Major:** Software Engineering/Software Development