resume\_69@gmail.com  
447 589 7778  
Marie Alvin  
White River Junction VT - Email me on Indeed: indeed.com/r/Marie-Alvin/8e74552432f3a93f Authorized to work in the US for any employer  
WORK EXPERIENCE  
Research Support Assistant  
Engineer Research and Development Center (ERDC) / Cold Regions Research Engineering Laboratory (CRREL) - Lyme NH - June 2016 to September 2016  
Validated time entry and processed in the CEFMS database meeting payroll deadlines and keeping proper records for 25 Researchers and Scientists. Prepared travel orders and submitted travel vouchers for reimbursement. Facilitated arrival of new employees. Maintained travel / leave calendar and administrative files. Scheduled conference rooms and attended branch meetings as needed. Submitted DPW work orders and followed through until completion.  
Command Staff Division - ERDC - Cold Region Research and Engineering Laboratory  
Katmai Technical Services LLC - Hanover NH - June 2008 to June 2016  
Hanover NH  
Command Staff Division - ERDC - Cold Region Research and Engineering Laboratory Administrative Assistant - Contractor (32 hours Week)  
 Prepare review and edit timekeeping using the Corp of Engineers Financial Management System (CEFMS) Obtain proper documents for employees leave and maintain accurate timekeeping files for audits  
 Prepare travel orders and vouchers for employees based on specific requests provided by traveler in accordance with appropriate travel regulations  
 Input and process employee travel requests and vouchers into Corp of Engineers Financial Management System (CEFMS) for travel  
 Submit local vouchers for mileage reimbursements  
 Serve as an organizational resource for current training classes scheduled  
 Developed and maintain several excel spreadsheets tracking supervisor's training  
 Developed and maintain CP 18 Intern excel spreadsheet  
 Coordinate and manage development assignments for the CP18 Intern program obtaining proper documents and maintaining files  
 Main point of contact for the CP18 Interns providing guidance and direction as needed  
 Ensure the organization's administrative operations run smoothly including maintaining files performance and personnel support  
 Organize and provide needed supervisory training of the Delegation of Training Authority maintaining proper documents and record files  
 Schedule and arrange conferences rooms using Outlook calendar  
 Receive telephone calls and correspondence  
 Building property supervisor submitting work orders as needed and requested  
 Assist with other duties as assigned  
Program Coordinator  
White River SD - June 2005 to August 2008 P/T 20 hours week)  
   
 Coordinated reading times with teachers and mentors  
 Supervised and developed relationships between mentors and students  
 Facilitated communication between principal teachers mentors and children Maintained data on excel spreadsheet  
 Organized annual events  
 Schedule and ran orientations for new mentors  
 Assured guidelines and program protocol were followed  
 Provided support to mentors and students as needed  
Office Administrator  
Upper Valley Haven - Homeless Shelter - Hartford VT - June 2005 to April 2008 30 Hours Week)  
 Ensure the organization's administrative operations run smoothly including maintaining files performance and personnel support  
 Prepare correspondence reports and monthly packets for board meetings  
 Maintained donor data base  
 Recorded gift donations in database and prepared daily deposits (75 - 100 Checks a day during the Holiday season)  
 Prepared gift acknowledgements to send to donors  
 Prepared annual newsletter mailings  
 Responsible for accounts receivable and accounts payable  
 Prepared payroll  
 Assisted with quarterly and annual tax documents  
 Created an excel spreadsheet for Tacking memorial contributions for families Assist clients in obtaining their month's supply of food  
 Stocked food shelves  
 Entered data in the computer tracking system  
 Taught volunteers how to use tracking system  
 Maintaining adequate stock of supplies  
 Contacted companies for equipment repairs  
 General office duties answering phone photo copying  
Administrative Assistant  
Windsor County Partners - Windsor VT - February 2006 to July 2006  
P/T 10 hours Week)  
 Maintained Mentor and mentee database  
 Generated gift acknowledgments  
 Prepare and organize partnership packets  
 Assisted in guiding mentors with mentee as needed  
 Prepared monthly packets for board meetings  
 Organized and established a process to help maintain the smooth operation within the office Answered and directed phone call opened and distributed mail  
Paraprofessional  
Hartford School District - White River SD - August 1995 to June 2004  
F/T 35 hours week)  
 Assisted in Reading Recovery Program for 5 years  
 Provided individual reading instruction for first and second graders  
 Reported progress and needs head of department  
 Implemented speech and language activities for students in need of services for three years Assisted speech/language pathologist as assigned  
 Entered progress or needs in students files  
 Provided one on one assistance for a second grader for 1 year  
 Qualified typist 50 WPM  
EDUCATION  
yes  
Hartford High School - Hartford VT  
SKILLS  
Typing 50 WPM familiar with Microsoft Word Excel and Outlook. (7 years)