

## PROFESSIONAL EXPERIENCE

*April 2008 to January 2009*

### **ADMINISTRATIVE ANALYST**

**Heil Environmental**, Fort Payne, AL

Assistant to Vice President and supported five managers. Worked with Corporate Risk Manager to revise supplier documentation for clarity and proper grammar. Coordinated supplier documentation project and created a public Outlook folder with supplier contact information, scanned documents, and custom fields to track document receipt and expiration. Coordinated events for up to 30 people and created a public Outlook folder with catering contacts, scanned menus, prior orders, cost per person, and feedback. Customized Access forms for maximum efficiency and accuracy. Compiled monthly reports using Word, Excel, and PowerPoint and extensively edited them for grammar and formatting. Exported data from proprietary systems into Excel to create weekly reports. Composed work instructions for most job tasks, frequently utilized by others. Additional duties included greeting visitors, enforcing security protocols, and ordering supplies after cost analysis.

*August 2007 to April 2008*

### **EBAY COORDINATOR AND ADMINISTRATIVE ASSISTANT, Sport-Time Yamaha/Suzuki**, Albertville, AL

Photographed and researched items, composed ad copy and input into eBay, answered questions, received payments, packaged and shipped items. Completed all paperwork for Financing and Titling of vehicles. Input unit invoices in QuickBooks and created deposits. Exported QuickBooks reports to spreadsheets for parts orders and mail merges. Created Procedure files, cheat sheets for many job functions. Composed homepage text and helped design website. Purchased and organized office supplies and building supplies.

*June 2007 to July 2007*

### **OFFICE MANAGER, Appalachian Cardiovascular Associates**, Fort Payne, AL

Conducted daily building surveys and arranged mitigation of problems. Compiled deposits. Completed a computer equipment census, including warranties and service contracts. Organized and purchased office supplies and building supplies.

*November 2003 to February 2007*

### **MATH TUTOR, Total Learning Concepts**, Lilburn, GA

Taught math students between fifth grade and college in a tutoring center environment. Conducted intensive six-hour final exam review sessions and composed the associated materials. Developed dozens of quick-reference handouts on own initiative and own time. Subjects included: Pre-Algebra, Algebra I and II, Geometry, Trigonometry, Pre-Calculus, SAT/ACT Math, and Physics.

*August 2006 to October 2006*

### **TEMPORARY FACULTY SERVICES COORDINATOR, Agnes Scott College**, Decatur, GA

Supported faculty by: performing desktop publishing and word processing, creating Excel spreadsheets, completing requisitions and reservations, ordering and organizing supplies, processing Scantrons, and transcribing surveys. Assisted absent faculty by taking attendance, collecting and assigning homework, starting videos, and proctoring tests.

*Spring 2003*

### **TEMPORARY TUTOR, Huntington Learning Center**, Redmond, WA

While vacationing in Redmond, WA, I drilled elementary students using the worksheet curriculum and helped high school students understand their coursework.

*Summer 1998 to Summer 2001*

### **BUSINESS ANALYST, Fundtech Corporation**, Norcross, GA

Tracked all A/P invoices, pager pay, expense reports, and Professional Services Group (PSG) commissions for the Atlanta division. Compiled monthly PSG billing for A/R in NJ headquarters. Maintained office supply inventory and conducted a bid review from four suppliers, securing hundreds of dollars of savings. Designed new Purchase Order form and tracked the electronic approval of individual POs. Developed materials describing travel expense policy and detailing other HR information on own initiative.

*Summer 1997 to Winter 1997*

### **BOOKKEEPER / OFFICE MANAGER, Air Sciences, Inc.**, Atlanta, GA

Performed all bookkeeping tasks, including: Accounts Receivable, Accounts Payable, Petty Cash, Payroll, Payroll Taxes, Checkbook Reconciliation, and Collections. Brought office up-to-date after six months with no secretary or bookkeeper. Supervised secretary's projects. Documented all job functions and recommended improved procedures. Composed payroll, vacation, and other HR policies. Researched and recommended purchase of digital photocopier, printer, and telecommunications system. Performed remote servicing of corporate HVAC systems.

*Fall 1996 to Winter 1997*

### **MATH TUTOR, Private Clients**, Decatur, GA

Provided one-on-one tutoring of algebra and geometry concepts to two high school students, whose grades improved dramatically. Also created study sheets and periodic quizzes. Students were referred to me by the Agnes Scott College Math Department.

## PROFESSIONAL EXPERIENCE

*Fall 1996 to Spring 1997*

**ASTRONOMY TUTOR, Agnes Scott College, Decatur, GA**

Provided one-on-one tutoring and created a series of equation worksheets with diagrams and examples. Developed sample tests and follow-up hints, with complete solutions explained at test review sessions (with 30+ students). Designed all these educational materials on own initiative.

*Summer 1996*

**SUMMER RESEARCH ASSISTANT, National Optical Astronomy Observatory, Tucson, AZ**

Used HTML, XView, and CGI scripts to develop an on-line interactive tutorial for the World Coordinate System features of IRAF image processing software. [Abstract available](#).

*Spring 1996*

**WEB PAGE CONSTRUCTOR, Agnes Scott College, Decatur, GA**

Constructed several Agnes Scott College web pages and performed independent research to gather content for new pages.

*Fall 1995 to Spring 1996*

**ASTRONOMY LAB ASSISTANT, Agnes Scott College, Decatur, GA**

Taught weekly astronomy labs, including planetarium session. On own initiative, used *Skyglobe* star map program to develop constellation study sheets. Assisted students with using 8-inch telescopes and explained interesting objects in the 14-inch telescope. Also trained students on the basics of astro-photography, from rolling film to printing pictures.

*Summer 1995*

**SURAP INTERN, University of Wyoming, Laramie, WY**

Used IRAS and DIRBE data to study the diffuse infrared emission of the local interstellar medium and developed IDL procedures to look for longitudinal dependence as an indicator of dust grain population densities. [Abstract available](#).

*Spring 1995*

**SPARC RESEARCH SCHOLAR, Agnes Scott College, Decatur, GA**

Found astronomy resources on the (then new) Internet and explored the ways in which these resources were being utilized for astronomy education and research. Results were used in subsequent astronomy courses. [Abstract available](#).

*Fall 1994*

**MATH TUTOR, Agnes Scott College, Decatur, GA**

Provided one-on-one tutoring with Finite Math and Calculus students in a collaborative learning environment. Also tutored for the QBasic programming class.

*Summer 1994*

**JOVE INTERN, University of Georgia and NASA, Athens, GA**

Used IUE NEWSIPS data to correlate strengths of UV emission lines as activity indicators. Developed IDL procedures to automate line extraction and to correct for geocoronal Lyman alpha emission. [Abstract available](#).

*Spring 1994*

**SPARC RESEARCH SCHOLAR, Agnes Scott College, Decatur, GA**

Used VISTA to clarify and enhance images of the jet and counter jet emanating from the active galactic nucleus of the Seyfert galaxy 3C 120. [Abstract available](#).

*Fall 1993*

**MICROSOFT WORD WORKSHOP INSTRUCTOR, Agnes Scott College, Decatur, GA**

Developed course materials demonstrating the basic features of *Word* and an introduction to computing. Conducted hands-on workshops for faculty, staff, and students.

*1989 to 1993*

**PROPRIETOR AND SOFTWARE INSTRUCTOR, Software Productivity Company, Decatur, GA**

Developed course materials for WordPerfect, Lotus 1-2-3, and MS-DOS workshops. Provided on-site training for individuals and small groups. Clients included the AT&T Resource Center and the Snellville American Legion.

*1990 to 1993*

**TEMPORARY WORD PROCESSOR, Word Processors Personnel Service, Atlanta, GA**

Performed word processing for various companies, including Citicorp Financial Group, Gerber Alley Software Systems, and AT&T Consumer Sales Division (see next).

*1990 to 1992*

**REPORTS CLERK, AT&T Consumer Sales Division, Tucker, GA**

Performed clerical duties and took on additional responsibilities, such as training new employees on AT&T internal computer systems. On own initiative, created departmental job aids which improved contract accuracy and turn around time.