

OBJECTIVE: Administrative Assistant position with experience supporting executives, managers, professionals and/or trades personnel. Skills include managing human resources and training and providing proofreading/editing, document control and office management. Hold an Associate of Applied Science degree in Office Technology with an emphasis in Administrative Assistant and a Certificate of Medical Receptionist.

EXPERIENCE:

February 2016 –
January 2020

HUMAN RESOURCES/OFFICE MANAGER

Abatement Contractors of Montana, LLC, Missoula, MT

- Set up/maintain personnel, Occupational Safety and Health Administration (OSHA) medical surveillance and training files
- Recruit employees, collect applications/cover letters/resumes and schedule/participate in interviews
- Create/maintain employee new-hire paperwork/packets
- Possess knowledge of OSHA 29 CFR 1910.134, Respiratory Protection; 29 CFR 1926.1101, Asbestos; 29 CFR 1926.62, Lead and 29 CFR 1910.1020, Access to Employee Exposure and Medical Records
- Set up/manage OSHA medical surveillance services accounts
- Create/maintain OSHA medical surveillance services forms
- Schedule OSHA medical surveillance services examinations and lead/zinc protoporphyrin (ZPP) monitoring
- Issue Employer Qualification Reports and lead/ZPP monitoring results to employees
- Possess knowledge of OSHA 1904, Recording and Reporting Occupational Injuries and Illnesses
- Create/maintain OSHA injuries and illnesses forms
- Complete OSHA Log of Work-Related Injuries and Illnesses, Summary of Work-Related Injuries and Illnesses and Injury and Illness Incident Report
- Possess knowledge of Montana State Fund injury and/or occupational diseases reporting standards
- Create/maintain Montana State Fund forms
- Complete/submit Montana State Fund First Reports
- Possess knowledge of Montana Unemployment Insurance Benefits reporting standards
- Create/maintain Montana Unemployment Insurance Benefits forms
- Complete/submit Montana Unemployment Insurance Benefits responses
- Possess knowledge of Montana Department of Environmental Quality (MTDEQ) Administrative Rules of Montana Chapter 74; Noise, Asbestos Control, Methamphetamine Cleanup; Subchapter 3, Asbestos Control; Rule 17.74.368, Training Course and Refresher Course Certificate and Recordkeeping Requirements
- Create/maintain training documentation, forms, certificates and cards
- Schedule training courses
- Assist with security/badging on government jobs
- Answer telephone/deliver comprehensive messages
- Notarize signatures on certificates for payment

March 2006 –
January 2016

ADMINISTRATIVE ASSISTANT

Sarens USA, Inc., Missoula, Montana

- Answered multiline phone/transferred calls
- Received, distributed and shipped mail/packages and maintained stamp and mailing/packaging supplies
- Provided word processing support/completed copy work requests
- Distributed incoming faxes/sent outgoing faxes
- Maintained paper/supplies for copier/printer/fax machines, reported meter readings and ensured copier/printer/fax machines were in working order
- Compiled/submitted timecards/expense reports for approval/processing, submitted check distribution lists and distributed checks
- Created/maintained spreadsheets to track/verify man hours
- Prepared Field Check Information forms, wrote checks for operating expenses and provided input for yearly operating budget
- Maintained petty cash funds in amounts of \$500 in cash and \$2,500 in account
- Collected and submitted asset information for tax purposes
- Created, obtained approval and distributed outgoing invoices for payment
- Created purchase orders and distributed incoming invoices for approval/payment
- Maintained purchase order/incoming and outgoing invoice logs
- Created, distributed and processed outgoing Letters of Transmittal (LOT), processed incoming LOT and tracked LOT documentation
- Set up, maintained and archived files, binders and drawing sticks
- Maintained travel profiles and rental car/fuel charge cards, set up hotel direct bill accounts, maintained/used travel award program and tracked cancelled/credited airfare
- Coordinated travel arrangements, made hotel reservations and maintained calendars
- Placed employee recruiting ads, collected responses and scheduled interviews
- Maintained, distributed and explained employee orientation packets
- Maintained Labor Law Service postings
- Managed office security system and maintained office keys
- Scheduled/arranged and attended meetings/events
- Maintained office and break room supplies and letterhead, engineering and drawing paper, envelope, mail label and marketing giveaway inventories
- Kept office organized and clutter free

February 1993 –
January 2006

SENIOR SECRETARY

MSE Technology Applications, Inc., Butte, Montana

- Provided editing/word processing support for project planning to include feasibility studies, proposals, contracts, budgets, project authorization documents, project implementation plans, detailed budgets, work authorization documents (WAD), cost and schedule performance variances, change controls (CC) and progress reports
- Provided editing/word processing support for program reviews to include work scope summaries, earned value performance, issues and proposed resolutions, projected resource requirements and end-of-year estimates at completion
- Assisted with project budgeting, resource allocation and scheduling
- Used Cognos report and Internal Cost Management Report to compile earned value report

- Compiled weekly, monthly and project tracking system (PTS) reports and completed Program Management Evaluation Checklist for PTS reports
- Tracked project nonlabor budgets, CC, technical change requests, WAD and work request/work packages
- Provided editing/word processing support for design reviews to include conceptual, preliminary and final design review packages
- Composed general correspondence, answered inquiries and provided assistance to coworkers regarding software programs
- Compiled, tracked and stored information for three 5-volume and five 24-volume operations and maintenance manuals, including issuing revisions
- Completed copy work requests, comb bound reports and prepared presentation transparencies
- Set up, maintained and archived project files and provided assistance in locating archived files
- Maintained common location for timecards, submitted timecards for approval, copied timecards, submitted timecards for processing and distributed paychecks
- Answered telephones and delivered comprehensive messages in a timely manner
- Updated policy/procedure manuals and directives and travel/vacation calendar
- Scheduled and arranged lunches for project meetings
- Compiled copy machine meter reading reports
- Maintained office supply inventory

EDUCATION: A.A.S. degree in Office Technology, emphasis: Administrative Assistant, 1994
Certificate of Medical Receptionist, 1994
Montana Tech of the University of Montana, Butte, Montana

**CONTINUING EDUCATION/
TRAINING:** Notary Public for the State of Montana; Developing an Effective Administrative Procedures Manual; Developing Technical and Past Performance Responses to Requests for Proposals; Understanding Requests for Proposals; Why Take the Risk; Ready to Hire?; The Human Resources Law Seminar; First Aid, Adult Cardiopulmonary Resuscitation, Blood-Borne Pathogens and Automated External Defibrillator training; Microsoft Excel: Beyond the Basics; Microsoft Excel: The Basics

COMPUTER SKILLS: Windows 10, Microsoft Office Suite 2010 and Lync 2013, Adobe Acrobat X Pro, Explorer Contract Manager 6i, Citrix CRM-ERP Live Microsoft Dynamics AX 2009, Oracle Primavera P6 Release 15.1