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EXPERIENCE:

4/02-Present Administrative Assistant — **The University of Akron, Department of Statistics, Akron, OH 44325-1913**

- Assist chair in day-to-day activities of running a busy academic department which includes the undergraduate and graduate programs in Statistics and as of fall 2008, the Masters of Public Health (MPH) program.
- Assist in developing class schedules and register students in courses. Coordinate teaching schedules, student course evaluations, monitor scheduling of final exams, coordinate textbook orders, oversee curriculum proposals and maintain department schedules.
- Act as first point of contact with both undergraduate and graduate students applying to program. Generate graduate assistant contracts, assist in the coordination of graduate comprehensive exams, generate and process graduate assistant advancement to candidacy. Act as liaison between Graduate Assistants and chair. Maintain undergraduate and graduate student files.
- Handle personnel-related matters such as faculty PAF's, TAARS, sick leave reports, position searches. Supervise (1) Student Assistant.
- Process transactions and monitor budgets for Department of Statistics. Handled all budget-related matters for The University of Akron Press from spring 2004-fall 2007.
- Department webmaster for Statistics website. Develop and maintain miscellaneous brochures, forms, Statistics Graduate Handbook, undergraduate and graduate bulletins and miscellaneous Statistics program advertisements and display boards.
- Maintain multiple department and/or committee listserves. Manage maintenance and functionality of two computer labs.

***1/01-4/02 Program Assistant** — **The University of Akron, Institute for Health and Social Policy, Akron, OH 44325-1915**

*Title Change Only: Performed all of the following duties except budget development and monitoring due to the hiring of a Fiscal Administrator.

5/99-12/00 Research Secretary

Note: The Institute for Health and Social Policy was formed in February, 1999 from research activities formerly housed in the Department of Sociology.

- Assisted Principal Investigators in submitting funded research proposals by adhering to NIH, NSF, CDC and other agency criteria.
- Developed and monitored research budgets totaling over $5M in sponsored funding as well

as administering day-to-day activities of such funding, including subcontracting and purchasing.

- Initiated Personal Action Forms (PAF's), graduate assistantships and Student Employment Forms (SEF's) for university payroll functions.
- Provided all secretarial support to department employees (including travel arrangements and expense reports). Coordinated on and off-campus meetings and training for grant activity.
- Supervise student assistants.
- Maintained all department computers in good working order, correcting software/hardware problems and/or coordinating outside repair. Maintained computer hardware/software records.
- Department web master for IHSP web site.

2/95-5/99 Research Secretary **The University of Akron, Department of Sociology, Akron, OH 44325-1905**

- Assist Principal Investigator in submitting funded research proposals by adhering to NIH, NSF, CDC and other agency criteria.
- Developed and monitored research budgets totaling over $3.5M in sponsored funding as well as administering day-to-day activities of such funding, including subcontracting and purchasing.
- Initiated Personal Action Forms (PAF's), graduate assistantships and Student Employment Forms (SEF's) for university payroll functions.
- Assisted other department secretaries in helping graduate and undergraduate students, typing miscellaneous reports, papers, tests, etc.,
- Acted as department receptionist and supervised student assistants.
- Assisted when required in ordering books, making schedule changes, etc.
- Created department newsletters and other graphically oriented correspondence.
- Department web master for both Sociology and Anthropology web sites.
- Maintained all department computers (including lab) in good working order, correcting software/hardware problems and/or coordinating outside repair. Maintain computer hardware/software records. Supervise (1) graduate assistant assigned to computers.

1990-2/95 Secretary **Superior Staffing, Inc., 120 E. Mill St., Quaker Square, Suite 420, Akron, OH 44308**

Office management, word processing, filing, telephone, and miscellaneous office duties for many large Akron companies, many of which were technical operations, such as the Trident II missile tube project at B&W in Barberton and the Engineering Design Division at Michelin.

1988-1989 Sales **Doug Chevrolet, 3281 S. Arlington Rd., Akron, OH 44312**

Negotiated selling price and finalized sales on new and used cars.

1982-1987 Managed Home Business

Stained glass artisan; exhibited at numerous local art shows. Member of Ohio Arts & Craft Guild.

4/1/80-3/6/81 Junior Engineer
4/1/79-4/1/80 Senior Engineer Assistant

The Firestone Tire & Rubber Co., Plant #2, 1200 Firestone Parkway, Akron, OH 44301

- Supervised (4) Industrial Engineers, Piecework Rate Typist and Production Verification Clerk for Compounding & Mixing, Milling, Bead Building, Calendering, Curing, Manual Tire Assembly Machines, Final Inspection, Shipping and Housekeeping. Coordinated duties of subordinates to facilitate timely handling of projects.
- Member of Suggestion Board -- evaluated suggestion feasibility and recommend adoption or rejection. Calculated suggestion awards based on tangible savings.
- As Industrial Engineering representative, assisted in negotiating settlements of grievances with local URW based on production data.
- Developed computer programs to calculate piecework rates.
- Assist Engineering Department in new/revised equipment layout using production flow criteria.
- Engineering duties included: Time study and development and maintenance of piecework and daywork rates; determination of machine capacities; machine utilizations and manpower efficiency, downtime analysis, machine manpower analysis; workload time studies.

7/1/76-4/1/79 Engineering Assistant

- Developed and maintained bargaining unit Job Classifications.
- Maintained integrity of local payroll charge systems to segregate plant costs in appropriate categories.
- Supervised Product Verification Clerks to insure integrity of piecework rate verification program.
- Assisted other engineers as team member on projects.

10/1/74-7/1/76 Senior Engineering Aide
1/1/74-10/1/74 Junior Product Verification Clerk

- Audited equipment activity records to verify production for payroll purposes and compliance to piecework rate method.
- Provided Factory Payroll with correct timecards and/or verification sheets designating audited piecework or daywork payments.
- Maintained machine utilization records for area Industrial Engineer and notify area IE of any inconsistencies.
- Acted as liaison between producing departments, Industrial Engineering and Factory Payroll.
- Maintained product verification equipment.
- Maintained payroll records.
- Represented company in payroll grievance cases based on machine piecework rate records.

7/9/68-1/1/74 Secretary

Personal Secretary for Technical Service, Laboratory and Quality Assurance Managers at Firestone Plant #2. Provided all secretarial needs for department staff personnel which included approximately fifty people. Duties included dictation, typing, filing, telephone, general office management.

Professional Growth:

The University of Akron - Completed 40 hours of accredited general college courses and numerous professional development workshops/seminars and software training courses.
Firestone: Management and time study training courses. Other personal development courses, including Landmark Education's "The Forum" and "Commitment Seminar."

References:

Provided upon request.