



- Ran weekly and monthly timesheet reports for Internal/Vendor use
- Coordinated catering orders and set-up
- Coordinated building maintenance and facilities needs
- Updated and maintained files for the technology department including floor plan, phone directory updates, staff information, process documentation
- Provided general secretarial support: open/sort mail; screen calls; fax, type and proof various documents; draft correspondence, and create presentations; complete special projects as needed

**08/09 – 04/10**

**CINCINNATI PUBLIC SCHOOLS**

**CINCINNATI, OH**

***Senior Support Specialist***

- Provided administrative support to the Principal and Assistant Principal as well as providing general support for the teaching staff
- Supervised one office clerk
- Managed the main office – maintenance/repair issues of telephones, copiers, and general office equipment; ordered keys; maintained safety and security logs; ordering/receiving supplies through Oracle
- Updated and maintained staff emergency contact forms, teacher and student handbooks
- Treasurer/Field Trip Coordinator - secured busses for trips; collected/deposited money for field trips, student fees
- Payroll – Certificated advices, Civil Service entry into Oracle; assisted with Schedule E, and Extended Learning Program tutors
- Provided general secretarial support: open/sort mail; screen calls for school; fax, type and proof various documents; draft correspondence, arrange meetings; complete special projects as needed

**04/05 – 07/08**

**THE E.W. SCRIPPS COMPANY**

**CINCINNATI, OH**

***Administrative Assistant***

- Provided administrative support to the Senior Vice President of Technology Operations, the CIO of Enterprise Information Technology, and general support for the department
- Managed travel arrangements for the SVP, CIO, and other staff members as needed; also coordinated travel needs and arrangements for visiting executives and staff as needed
- Completed expense report filings for the CIO; coordinated, performed quality assurance checks, and filed Visa Expense Statements for the rest of the department
- Coordinated contracts and approvals with vendors and Scripps' legal department
- Compiled and edited status reports; created presentations, and other documents as required
- Coded and processed department invoices, check requests; maintained contracts, strategic planning, and budget records for the department
- Prepared, coordinated, and secured approval for departmental security requests
- Planned meetings, functions and menus; coordinated catering orders and set-up; coordinated building maintenance and facility needs; assisted with departmental space planning as directed
- Updated and maintained files for the Technology Division including mailing lists, phone directory updates, staff information, process documentation
- Provided general secretarial support: open/sort mail; screen calls; fax, type and proof various documents; draft correspondence, arrange conference calls and coordinate presentations; complete special projects as needed

**EDUCATION**

**2013-2015**

**UNIVERSITY OF CINCINNATI**

**CINCINNATI, OH**

- Master of Business Administration (MBA) with Marketing Certificate; GPA 3.56

**2006-2012**

**UNIVERSITY OF CINCINNATI**

**CINCINNATI, OH**

- ◆ Bachelor of Arts in English; Graduated Magna Cum Laude; GPA 3.83; Member: Phi Beta Kappa; Creative Writers Guild-President and Founder; Undergraduate English Society-Treasurer; *Short Vine Journal*-Editor

**1988**

**TOLSIA HIGH SCHOOL**

**TOLSIA, WV**

- College Prep courses; Graduated High Honors; GPA 3.83