

RESUME FOR:

DATE AVAILABLE: IMMEDIATELY
EMPLOYMENT OBJECTIVE: I AM LOOKING FOR A FULL-TIME POSITION IN A WELL-ORGANIZED, AND EFFICIENT WORKING ENVIRONMENT.

TECHNOLOGY EXPERIENCE

WINDOWS COMPUTER SYSTEMS INCLUDING:
WINDOWS 3.1 – XP
MS OFFICE97 - 2000 APPLICATIONS
MS ACCESS97 - 2000 (300 SERIES CERTIFIED)
ADOBE PHOTOSHOP
FILE MAKER PRO
POWER POINT
VISIO
AGILE
PDM/MRP SYSTEMS (FOURTH SHIFT, AS400, MAN-MAN)
VARIOUS IN-PLANT CREATED DATABASES
PROGRAMMING IN VISUAL BASIC (BEGINNER LEVEL)
INSTALLING COMPUTER SOFTWARE
INSTALLING COMPUTER HARDWARE

WORK EXPERIENCE

- 5 YR. DOCUMENT CONTROL/TECHNICAL EDITING
- 2 YR. INTERNET ADVERTISING
- 8 YR. RECEPTIONIST
- 2 YR. RETAIL MARKETING EXPERIENCE
- 2 YR. ORGANIZING AND MAINTAINING A MAIL STATION
- 8 YR. MULTI-LINE TELEPHONE SYSTEMS
- 6 MONTHS STOCK BROKERAGE BANKING

INTERNET SKILLS

VARIOUS EMAIL PROGRAMS
(OUTLOOK, MS EXCHANGE,
GROUPWISE)
VARIOUS BROWSERS
VARIOUS HTML EDITORS
CREATING WEB PAGES IN
HTML LANGUAGE

ADDITIONAL SKILLS

MULTI-TASKING
DETAIL ORIENTED
ORGANIZATION
GOAL ORIENTED
EDITING

EMPLOYMENT HISTORY

DECEMBER 2002 - CURRENT

EMPLOYER: WAREHOUSE DEMO SERVICES, KIRKLAND, WA

POSITION: MAILROOM - SUPPLIES

RESPONSIBILITIES: SHIPPING SUPPLIES TO 135 COSTCO LOCATIONS ON A WEEKLY BASIS THROUGH UPS, AIRBORNE, FEDEX & USPS. TAKING INVENTORY OF SUPPLIES MONTHLY. MAINTAINING MULTIPLE DATABASES. DISTRIBUTING WEEKLY REPORTS. ORDERING OFFICE SUPPLIES, MAKING SURE THAT THE OFFICE IS FULLY STOCKED.

AFTER 6 MONTHS OF WORKING IN THE MAILROOM, MAKING THE DEPARTMENT MORE EFFICIENT AND DOCUMENTING THOSE PROCESSES I WAS ASKED TO SPEND HALF MY TIME SPLIT BETWEEN THE MAILROOM AND HUMAN RESOURCES. AFTER DOING A GOOD JOB IN HUMAN RESOURCES I ALSO WAS TRAINED IN PAYROLL AND ASSISTED THEM DURING THE BUSY HOLIDAY SEASON.

SEPTEMBER 1998 - JANUARY 2002

EMPLOYER: APPLIED TECHNICAL SERVICES, BOTHELL, WA

POSITION: DOCUMENTATION SPECIALIST

RESPONSIBILITIES: I PROCESSED ENGINEERING CHANGES AND DEVIATIONS. I CONTROLLED ALL VERSIONS OF DOCUMENTS, ARTWORK, DRAWINGS, SCHEMATICS, ELECTRONIC DATA (FLOPPY DISKS, CDROM, MICROFICHE & MICROFILM) AND VARIOUS LOGS. INPUTTED ALL BILLS OF MATERIALS, SUBSEQUENT CHANGES, AND ALL CHANGES TO PROCEDURES. IN ADDITION, I DISTRIBUTED DOCUMENTS TO DIFFERENT DEPARTMENTS. EACH RESPONSIBILITY WAS EXTREMELY TIME SENSITIVE. DOCUMENTATION HAD TO BE ISO 9002 COMPLIANT.

MARCH 1998 - SEPTEMBER 1998

EMPLOYER: GENIE INDUSTRIES, REDMOND, WA

POSITION: DOCUMENT CONTROLLER

RESPONSIBILITIES: I PROCESSED ENGINEERING CHANGES AND DEVIATIONS. I CONTROLLED ALL VERSIONS OF DOCUMENTS, ARTWORK, DRAWINGS, SCHEMATICS, ELECTRONIC DATA AND VARIOUS LOGS. INPUTTED ALL BILLS OF MATERIALS, SUBSEQUENT CHANGES, AND ALL CHANGES TO PROCEDURES.

JULY 1997 - MARCH 1998

EMPLOYER: PHYSIO-CONTROL, REDMOND, WA

POSITION: DOCUMENT CONTROLLER

RESPONSIBILITIES: I PROCESSED ENGINEERING CHANGES AND DEVIATIONS. I CONTROLLED ALL VERSIONS OF DOCUMENTS, ARTWORK, DRAWINGS, SCHEMATICS, ELECTRONIC DATA AND VARIOUS LOGS. INPUTTED ALL BILLS OF MATERIALS, SUBSEQUENT CHANGES, AND ALL CHANGES TO PROCEDURES. DOCUMENTS HAD TO CONFORM TO FDA REQUIREMENTS.

OCTOBER, 1995 - JUNE, 1997

EMPLOYER: INTERPOINT, REDMOND, WA

POSITION: TECHNICAL EDITOR, RECEPTIONIST

RESPONSIBILITIES: AFTER BEING THE RECEPTIONIST FOR 5 MONTHS I WAS PROMOTED TO DOCUMENT CONTROLLER/TECHNICAL EDITOR. I PROCESSED ENGINEERING CHANGES AND DEVIATIONS. I CONTROLLED ALL VERSIONS OF DOCUMENTS, ARTWORK, DRAWINGS, SCHEMATICS, ELECTRONIC DATA AND VARIOUS LOGS. INPUTTED ALL BILLS OF MATERIALS, SUBSEQUENT CHANGES, AND ALL CHANGES TO PROCEDURES. DOCUMENTS HAD TO CONFORM TO ISO AND MILITARY STANDARDS.

ALSO, I HAD AN INTEGRAL ROLE IN INTEGRATING A NEW SOFTWARE PRODUCT INTO OUR DOCUMENTATION DEPARTMENT, WHICH AFFECTED THE ENTIRE COMPANIES WAY OF ACCESSING INFORMATION.

REFERENCES: AVAILABLE UPON REQUEST.