

Highlights:

Interpersonal Skills

- Work well individually or as part of a team
- Proven ability to teach others in a manner that suits their individual needs
- Ability to act as a mentor and coach to co-workers
- Punctual and reliable
- Ability to take on change with great ease

Data Collection/Coordination Skills

- Coordinated drug study needs as outlined by Physicians and Statisticians with IT resources.
- Created Clinical Report form documentation and matrices.
- Electronically archived outdated modules.
- Coordinated circuit and equipment installation.
- Coordination and execution of project plans.
- Researched and compiled data from the internet for departmental information booklets.
- Created a tuition awards database.
- Updated in-house mortgage database.
- Processed change requests.
- Maintained the DCC intranet site.
- Interviewed subject matter experts to document processes/procedures for Federal Sarbanes-Oxley regulation.

Office Management/Administration Skills

- Prepared State financial claims and Federal grant proposals.
- Assisted new hire training.
- Created and edited text presentations, program brochures, pamphlets and booklets, desktop published Indiana AmeriCorps newsletter.
- Supported Project Management team.
- Managed small-medium Frame Relay installations and move-add-change (MAC) activity.
- Trouble shooting and site surveys.
- Assured complete billing accuracy.
- Beta-tested web-based application.

Proficiencies:

- ◇ Advanced proficiency on both Windows and Macintosh platforms.
- ◇ Intermediate to advanced skill level in PageMaker, Microsoft (MS) Word, MS Excel, Netscape Communicator, Internet Explorer, Lotus Notes, Eudora Pro, MS Outlook.
- ◇ Basic to Intermediate skill level in ClinTrial, InForm, MS PowerPoint, MS Access, MS Project, Photoshop, and HTML.
- ◇ Conversational German

<i>Education:</i>	IU Purdue <i>Project Management Certificate</i>	Indianapolis, IN 2002
	Butler University <i>BS, Physics</i>	Indianapolis, IN 1995
<i>Experience:</i>	Volt	Indianapolis, IN 2004-Present
	◇ Data Collection Coordinator	Eli Lilly & Company
	Kelly Services	Indianapolis, IN 2001-2004
	◇ Documentation Specialist	Conseco
	◇ Data Collection Coordinator	Eli Lilly & Company
	Today's Staffing	Indianapolis, IN 1996-2001
	◇ Implementation Coordinator	SBC DataComm
	◇ Project Administrator	Ameritech Advanced Data Svcs
	◇ Payment Researcher	Banc One Mortgage Corp
	◇ Office Manager	State Student Assistance Commission
	◇ Receptionist/Office Assistant	Butler University
	◇ Office Assistant	IUPUI
<i>References:</i>	Available upon request	