

EDUCATION

ASB South Hills Business School. State College, Pennsylvania. 1991. Administrative Secretary with Legal Option, Real Estate.

Continuing Education:

- Dun & Bradstreet, "Time-Saving Lotus 1-2-3," 1992.
- The Pennsylvania State University, "DOS: Intermediate/Advanced," 1993.
- Data-Tech Institute, "Troubleshooting & Maintaining PCs for Non-Technical Users Certification," 1996.
- The Pennsylvania State University, "Introduction to Arcview GIS," 1998.
- The Pennsylvania State University, "Introduction to Arcview Spatial Analyst," 1999.
- The Pennsylvania State University, "Access 2000: Levels I, II, and Advanced," 2000.
- The Pennsylvania State University, "Introduction to AutoCAD ® 2006 Tutorial," 2006.

CURRENT WORK EXPERIENCE

March 1993 to present: *Data/Systems Manager, Meiser & Earl, Inc., State College, Pennsylvania.* Responsibilities include:

- Managing data (including chemistry, water-level, flow, and precipitation data), downloading and retrieving data from dataloggers, reviewing data accuracy and preparing summary-statistics tabulations using Microsoft Office, Windows HyperTerminal, and WinSitu Data Manager.
- Maintaining hardware and software, including: installing, upgrading, updating, diagnosing, repairing, replacing, configuring, troubleshooting, maintenance, and testing.

August 1997 to present: *CAD Assistant, Meiser & Earl, Inc., State College, Pennsylvania.* Project responsibilities include preparing site location maps, and air-rotary and conventional drilling logs using AutoCAD.

November 1991 to present: *Secretary/Receptionist, Meiser & Earl, Inc., State College, Pennsylvania.* Responsibilities include:

- Preparing and assembling hydrogeological reports, letters and memoranda, outlines, permit applications, bid schedules, proposals and cost estimate forms, environmental site assessments, and other associated documents and correspondence using WordPerfect and Microsoft Office.
- Taking inventory and ordering supplies; running errands, maintaining office files and telephone reception.

ADDITIONAL EXPERIENCE

June 1999 to 2002: *GIS Technician, Meiser & Earl, Inc. State College, Pennsylvania.* Project responsibilities include integrating field and laboratory data into Arcview GIS.

July 1999: *Instructor/Advisor, Meiser & Earl, Inc., State College, Pennsylvania.* Project responsibilities include training quarry personnel how to use Microsoft Excel for computing, summarizing and charting data, and to provide technical support on an as-needed basis.

February 1997: *Data Manager and Instructor/Advisor, Meiser & Earl, Inc., State College, Pennsylvania.* Project responsibilities include:

- Prepared water-level and chemistry tables and graphs and statistically summarized data for New Enterprise Stone & Lime Co., Inc.'s 1996 Annual Report.
- Created Module 7.1A forms in Microsoft Excel for Fairway Laboratories, Inc. to use in preparing New Enterprise Stone & Lime Co., Inc. monthly reports.
- Trained laboratory data manager how to enter, save and print data, as well as how to tailor forms for internal use.
- Provide technical support to laboratory data manager on an as-needed basis.

May 1996: *Data Manager and Instructor/Advisor, Meiser & Earl, Inc., State College, Pennsylvania.* Project responsibilities include:

- Created spreadsheets for New Enterprise Stone & Lime Co., Inc. for weekly, monthly, quarterly and annual summary reports for internal use.
- Trained quarry personnel on how to enter, save and print data, as well as how to perform necessary computations for summary purposes.
- Provide technical support to quarry personnel on an as-needed basis.

February 1995: *Instructor/Advisor, Meiser & Earl, Inc., State College, Pennsylvania.* Project responsibilities include:

- Created forms for the Borough of Chambersburg for daily, weekly and monthly summary reports for internal use, including: Monthly Water Supply Summary, Water Treatment Plant Daily Report, Intake Daily Report, Weekly Water Intake Report, Supplemental Form 1 and Discharge Monitoring Report.
- Trained water-treatment borough personnel on how to enter, save and print flow and other data onto computer-generated forms, as well as how to perform necessary computations for summary purposes.
- Provide technical support to water-treatment personnel on an as-needed basis.

PREVIOUS WORK EXPERIENCE

August 1991 to October 1991: *Operations Secretary, The Pennsylvania State University, Center for the Performing Arts, University Park, Pennsylvania.* Scheduled and organized seasonal events and monthly meetings for Eisenhower and Schwab Auditoriums using Symphony Calendar; assisted in advertisement preparation; prepared agendas using WordPerfect 5.0; supervised student employees; inventoried and ordered supplies; maintained files and telephone reception; and scheduled operating and preventative maintenance for The Pennsylvania State University using LAN.

March 1991 to June 1991: *Secretarial Intern, Centre County Planning Office, Bellefonte, Pennsylvania.* Prepared various planning documents, applications and correspondence; scheduled meetings; accounting; inventoried and ordered supplies, maintained files and telephone reception; compiled census/housing data; prepared spreadsheets and assisted in report preparation; and conducted title searches.

June 1984 to August 1984: *Sales Representative and Receptionist, Clearview Rentals, Bellefonte, Pennsylvania.* Conducted sales and managed a satellite-dish and video specialty store.

AFFILIATIONS

Benevolent and Protective Order of the Elks, Bellefonte Lodge #1094
Women of the Moose Lodge 206, Bellefonte PA Chapter 151
Veterans Club of Bellefonte Post 1600