

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); coordinating data format with laboratories and environmental agencies; reviewing data accuracy; and preparing summary-statistics tabulations and graphs.
- Coordinating and maintaining backups of project-related data and files.
- Maintaining hardware and software (including installing, upgrading, updating, diagnosing, repairing, replacing, configuring, troubleshooting, maintenance, and testing).
- Maintaining company website: <http://www.meiser-earl.com>.

August 1997 to present: *AutoCAD Operator, Meiser & Earl, Inc., State College, Pennsylvania.* Project responsibilities include preparing site location maps, water-level contour maps, drilling logs, and well decommissioning forms.

November 1991 to present: *Administrative Assistant, Meiser & Earl, Inc., State College, Pennsylvania.* Responsibilities include:

- Preparing and assembling hydrogeological reports and other related documents and correspondence.
- Assist office manager with maintaining office-related files, shipping, inventory and supplies, running errands, 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: *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: *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

Women of the Moose Lodge 206, Bellefonte PA Chapter 151