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## Academic Services Administrator

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## **Objective**

To attain a position that will continue to utilize my skills and abilities, that is challenging and rewarding.

## **Education**

- High School Graduate (Honors Society) King High School, Tampa, Florida, 1971
- Certified Professional Secretary/Administrative Assistant (CPS/CAP), 2000
  - Recertified in 2005 and 2010

## **Work Experience**

July 20, 1971 – present – University of South Florida Libraries, Tampa, Florida

Positions held:

- ❖ Clerk I – public service, copy service
- ❖ Clerk Typist I – basic office duties, public service
- ❖ Clerk Typist II – sending/receiving requested books, basic office duties, public service
- ❖ Clerk Typist III – invoicing, sending/receiving of loaned books, basic office duties
- ❖ Library Technical Assistant I – minor research of needed materials, accounts payable
- ❖ Library Technical Assistant II – office manager, research faculty requests
- ❖ Library Technical Assistant III – Supervisor and manager of Reserve Unit, HR coordinator of over 150 students
- ❖ Executive Secretary – HR manager for library staff and student assistants, administrative duties for the Director, attended management meetings, lead secretary within department, assisted with confidential and budget issues
- ❖ Administrative Assistant – HR manager for library staff and student assistants, conducted minor research for Director, drafted library's first set of written policies and procedures, served as liaison for Director, assisted university committees related to the library, led Director's administrative team meetings, made recommendations and assisted with major reconstruction of the library re-organization, supervised assigned OPS and/or staff positions.
- ❖ Executive Administrative Support Specialist – created presentations and reports, led and coordinated Dean's support team members, served as liaison and confidential confidant, representing the Directors & Dean, participated in management level meetings, executed special events benefiting library and community, scheduled and planned meetings, advised and made recommendations on budget and policy, made updates to Dean's website, collected statistical data to analyze for internal and external constituents, maintained mirror budget for travel, supplies and printing for four areas, prepared documents for Dean to be distributed internationally, supervised staff assigned as needed.
- ❖ Academic Services Administrator – (current position) serves as confidential associate to the Dean, Associate and Assistant Deans. Active member in the Executive Leadership and Management groups. Coordinates and supervised two full time Staff employees. Administers all Library Policies, which includes writing, editing, creating and research relevancy to USF Policies. Signature authority on behalf of the Dean for planned leave, Fiscal and business elements. Assists with faculty related reports and deadlines such as productivity reports, evaluations, job assignments and ensures deadlines are met.

## **Continued Education Opportunities**

- Attended various self-improvement and skill building sessions on topics such as Microsoft packages, coping with stress, improving communication styles, and creating better information management skills - 1971-present
- USPS Leadership Development Series Scholarship Recipient, USF, 1992-93
- Organizational Leadership Training, USF, 2004
- Management Certificate Program Graduate, USF, 2010-2011

## **University Involvement**

- USF Gold Circle Honoree, 2004
- USPS Staff Senate, 2001-2003
- USF Quiet Quality Award, 1997, 2011

## **Professional Organizations**

- ❖ Florida Library Association
  - Member, 1975-1978
  - President's Assistant, 2004/2005
- ❖ American Library Association
  - Member, 1990- present
- ❖ International Association of Administrative Professionals
  - Member, 1997 – 2015 (USF Area Chapter charter member)
  - Chapter Treasurer, 2010/2011 – 2011/2012
  - Member of Excellence, 2009-2011
  - International Association of Administrative Professionals Team Leader for the 2007 Convention and Educational Forum, Tampa, FL
  - Distinguished Florida Division President, 2005/2006
  - Florida Division President-Elect, 2004/2005
  - Florida Division Secretary, 2003/2004
  - Florida Division Treasurer, 2002/2003
  - Distinguished Chapter President, 2001/2002
  - Florida Division Committee Chair, 2000/2001 – Programs & Education; 2006/2007 – Retirement Trust Foundation

## **Community Involvement**

- University Community Hospital Auxiliary, 1987-2006
- 4-H Club Leader, 1995
- M.A.D.D., 1986-1990
- Notary Public, 1998-2006
- Florida League of Middle Schools, 1990-2019