

Summary

17 years Administrative experience.

Education

Social Science Major. California State Polytechnic College. San Luis Obispo, CA.

Spanish Language course work. Pima Community College. Tucson, AZ.

Computer course work. Arizona Computer Training and New Horizon Computer. Tucson, Arizona.

Experience

2003 – Present. **Administrative Manager.** hydroGEOPHYSICS, Inc. Tucson, Arizona.

Accomplished in all areas of office management, accounting (QuickBooks Premier, Microsoft Dynamics GP), administrative assistance to principals and staff of a geophysical consulting firm. Duties include daily accounting, compiling and producing financial reports; record management; payroll; tax liability reports; employee files, time, expenses, technical and training certification records; banking duties; preparing corporate documents/meeting minutes; coordinating travel for staff. Other duties deal with phone calls, mail, ordering supplies, correspondence and filing.

2001 – 2003. **Office Manager.** Resource Science, Inc. Tucson, Arizona.

Multi-task position in a corporation providing expertise in the field of mineral resource analysis, strategic planning, and resource economics supplying services to the mining industry, government agencies and development organizations. Primary duties: proof reading and editing technical reports, news releases, and correspondence; reviewing and correcting contracts, leases and legal land descriptions; researching Internet procurement websites for solicitation notices of contracts and making decisions whether or not to pursue. Provide administrative support to principals to facilitate their workload and see that the office runs smoothly.

1994 – 2001. **Office Manager.**

- S&S International Mining Enterprises Inc.
- Mercator Minerals Ltd.
- AZCO Mining Company
- Liximin, Inc.