

R E S U M E

Karen Millar

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SUMMARY:

Computer savvy professional with commitment to excellence and documented history of dependability.

- MS Office; Excel formulas and charts; Access database design; Outlook calendars and mailing lists.
- Adobe Photoshop, Acrobat Professional, DreamWeaver, HTML and website maintenance.
- Bookkeeping, QuickBooks, with extended vocabulary, excellent grammar and editing skills.

WORK HISTORY:

University of Utah UTemps (12/10-5/2011):

Recent: Dean of Graduate School, PT Grant Writer (2/1/11-3/15/11).

Participating editor for Bill & Melinda Gates Next Generation Learning Challenges grant, Program Manager for 12 participating universities during proposal phase. Chuck Wight 801-243-8242

Value Appliance Service, Bellingham, WA, Volunteer (1/05-10/10)

QuickBooks setup, inventory import, scheduling design, data input, user training and maintenance, phones and call scheduling. Family business. Debora Mowrey 360-739-9574

US Census Bureau, Everett, WA, NRFU Enumerator (4/10-5/10)

Local census taker for non-respondents. Work completed in 4 weeks. Pete Redpath 425-908-3000

Rainshine Realty, Bellingham, WA, Office Manager (9/06-3/09)

Managed 15 local properties, oversaw managers for 225 units in other states. MS Access database design for property management. Full-charge bookkeeper: tracked profit and loss, quarterly reports, B&O, billpay on several systems. Glen Whitfield 360-734-4433

Certified Contractors, Inc., Bellevue, WA, Temporary Office (6/04-9/04)

Implemented computer security; furnished QuickBooks setup and initial data entry; standard office support including phones, filing and invoicing. Jerri Bomars 425-646-9441

University of Utah Chemistry Department, SLC, UT, Webmaster (6/97-3/04)

Designed and administered web-based courseware and interactive quizzes for 5 fully online courses, departmental website and intranet tool suites; conceptualized, designed, programmed and managed the project to convert campus-wide student course evaluations from paper to web including beta testing on about 7,000 students. Chuck Wight 801-243-8242

Central Source Yellow Pages, SLC, UT, Web Producer (4/95-6/96)

Provided website design including 3 websites for American Express; web ad production for online phone book; desktop support for office personnel. Gene Parrish (n/a)

University of Washington, Seattle, WA, Computer Svcs Consultant II (5/89 to 8/91)

Project coordinator on 15 capital projects and project manager for 8 complete in-house communications rewires of buildings with 50,000 sq ft+ and numerous smaller projects. Infrastructure and wire plant design, costing, scheduling, needs analysis, and continuity of service plans. Pat Stark 206-543-5906

EDUCATION:

University of Utah Major: Math, Minor: Phil 2 yrs completed

Complete employment documents: <http://www.globalsvcs.com/karen/>