

Qualification Summary

Worked directly with every level of skillsets in the Maintenance Department; i.e. Foreman, Supervisor of Buildings and Grounds, and Director of Maintenance. Also worked closely with school personnel to ensure that Maintenance Personnel completed all orders timely. The knowledge gained as a Secretary in the Attendance Department varied. Supporting three Child Welfare and Attendance Supervisors in their day-to-day activities. Typing attendance letters, typing petitions, contacting parents, communicating with all school attendance clerks were some of the duties entrusted me. Possess good time management and organizational skills.

Education

2007-2011 Kaplan University
Bachelor of Science – Legal Studies
Associate in Paralegal Studies

1975 – 1977 Northeast Louisiana State University
*Office Administration
Monroe, Louisiana 71201

June 1974 Robinson Business College
*Business
Monroe, Louisiana 71201

1974 Delhi High School (Diploma)

Military

Louisiana Army National Guard
November 1974 – December 1977
Personnel Management Specialist

Organization

Caddo Alliance for Freedom

Work Experience

Brewer Physical Therapy
May 16, 2022 – September 29, 2023
Authorization Coordinator

Independent Contractor – AFS Logistics
September 27, 2021 – present

- Key invoices

Jean Simpson Temporaries – AFS Logistics
March 2021 thru September 2021

- Key invoices

Retired, Caddo Parish Schools - August 24, 2018 (24 years)

Secretary to Custodian Supervisor and Assistant Custodian Supervisor

Secretary I

Shreveport, Louisiana

January 2013 thru August 2018

- Maintained personnel files on all custodian staff; each school site
- Typed Personnel Evaluation for Custodian Supervisor
- Filed documents on custodial staff; i.e. payroll and personnel issues/concerns/complaints
- Maintained personnel files for Custodial Staff, custodians for each school site and substitute employees
- Maintained personnel files on every sub working in the Custodian Department
- Prepared reports for both Custodian Supervisor; vendor listing and contact information
- Processed substitute employees, working in the Custodian Department, payroll
- Addressed concerns from all custodial staff inclusive of substitute employees relative to pay or personnel issues
- Ordered supplies, as directed by the Custodial Supervisor, for school sites monthly

Secretary to Maintenance Department - Maintenance Department

Secretary I

Shreveport, Louisiana

May 2006 thru December 2012

- Recorded vendor information, per school, in excel program, along with expenses
- Ordered supplies for waxing during summer months for each school site
- Maintained quarterly report for supplies dispensed to each school site
- Maintained quarterly report of expenditures per school per custodian supplies per vendor
- When necessary, communicated with vendors to address billings
- Emailed custodian staff, each school site, with pertinent information relative to their job duties
- Reminded custodian staff when reports, quarterly, due dates
- Reminded custodian staff to maintain documents on chemicals
- Processed payroll for each school site (summer months)
- When necessary, followed up with Payroll to address concerns about custodian/subs payroll
- Initial point of contact for reporting work orders from school sites
- Directs callers to appropriate personnel in the Maintenance along with those who had questions of interest elsewhere in the school system, payroll, attendance, child nutrition, etc.
- Input and close out work orders initially via 3270 system; now School Dude
- When needed assist Foremen and Maintenance Supervisor
- Communicate emergency work orders timely to appropriate personnel
- Responsible for effective communication with school personnel; i.e. principals, office staff, head custodians, Central Office personnel and all personnel who reports issues of concern at school sites
- Input orders for supplies via SunGard System
- Backup for inputting payroll information via SunGard System for both custodial and maintenance personnel
- Input utility information; i.e. billing in School Dude System for Caddo Parish Schools
- Compile information; statistics, reports, etc. as needed
- Backup to Director's Secretary
- Backup to Secretary who perform primary payroll duties

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- Assist all personnel in the Maintenance Department when needed
 - Backup - processing custodial payroll during summer months
 - Responsible for filing blueprints
 - Responsible for maintaining the filing of documents/books from provider of blue prints, etc. in designated area
 - Maintain employee personnel files
 - Complete accident reports on employee's injury
 - Complete pre-employment physical documentation on new hires for Maintenance and Custodial personnel

Caddo Parish Schools –Attendance Department

Clerk/Secretary I

Shreveport, Louisiana

October 1994 thru May 2006

- Greet and assist visitors
- Answer incoming calls routing callers to appropriate staff member
- Distribute the mail
- Typed correspondence; Court Petitions, Mandatory Conference letters
- Supported three Child Welfare and Attendance Supervisors
- Backup for Director's secretary and clerk
- Provided services to three other Child Welfare and Attendance Supervisor
- Acquired the position of Secretary I for both myself and co-worker after submitting supporting documentation for upgrade successfully
- Compile information as requested by Child Welfare and Attendance Supervisor; pertinent to the concern of the caller
- Acquired the skills to communicate effectively with the parent(s) of students on behalf of Supervisor
- Communicated the needs of the parent(s) to Supervisor
- Communicated effectively with all school personnel in an effort to assist parent(s)/Supervisor(s) with their concern(s)
- Prepared court referrals, mandatory conference, petitions, correspondence, etc. on behalf of Supervisors when required
- Maintained an accurate accounting of information on behalf of Supervisors via Excel, tables; reports indicating the number of court referrals, mandatory conferences, petition, etc. produced

International Business Machines (IBM)

Shreveport, Louisiana

1984 – 1992

- Receptionist
- Cash Fund Administrator
- Account Assistant

References

Furnished upon request