

Karen Kaye Bell
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OBJECTIVE

To provide a citizens' perspective by collaborating on disaster-related concerns in Caddo Parish.

EMPLOYMENT

Executive Assistant to the Administration

Parish of Caddo
2006-2021 (Retired)

Promoted to Supervisor of an assortment of Parish Administrative Staff and occasionally represented and accompanied Caddo Parish Administrator for various functions. Subsequently, I continued to perform all of the duties set forth in the Administration Executive Secretary's position as outlined below.

Executive Secretary to the Administration Parish of Caddo

August 1998-2006

Responsible for the overall management and administration of the Administrator's Office. Maintain daily calendar and schedule appointments. Chief principal assistant to the Administrator and Assistant Administrator. Draft correspondence for the Administrator and Assistant Administrator, to include Caddo Parish Commissioners' correspondence, memorandums, letters, etc., and, on occasion, for the Parish Attorney. Maintain a filing system in accordance with the State of Louisiana Records Management guidelines. Plan and make all travel arrangements/itineraries for Administrator & Assistant Administrator to include reconciliation of travel expenses. Manage Office's on-line Visa accounts/payments. Order all office supplies. Attend weekly staff meetings with the responsibility of transcribing and disseminating minutes. Serves as Department's Fixed Assets Representative and Time Sheet Attendant.

Confidential Secretary to the Director

SHREVEPORT PARKS AND RECREATION
CITY OF SHREVEPORT
November 1986 - 1998

Review all incoming mail and disburse to appropriate employees for disposition; Maintain daily calendar and schedule appointments; Arrange travel itineraries; Draft correspondence for the Director's signature, to include City Council responses; Draft Ordinances, Resolutions, memorandums, letters, etc.; Draft correspondence for the Mayor's and Chief Administrative Officer's signatures; On occasion, attend meetings in the absence of the Director; Maintain a project tracking log in order to track status of department projects; Maintain a filing system in accordance with MasterTrak (Barcode Filing System); Department Representative for CCAR (Constituency Contact and Response System) - Monitor and respond to all department complaints; View Department's complaints on a daily basis, generating initial letters to the citizen, acknowledging receipt of complaint, and sending follow-up letter as to how the complaint was handled, after necessary information is received; Participate on interview panels as requested by Director; Attend weekly staff meetings for division managers and monthly staff meetings for supervisors.

Clerk Typist; Senior Secretary

OFFICE OF THE MAYOR
CITY OF SHREVEPORT
1978 -1986

Greeted the public; Answered telephones; Maintained a filing system; Responsible for preparing 95% of all typed correspondence, i.e., letters, memos, etc.; Typed all check requests and, requisitions; Maintained and reconciled a petty cash fund; Prepared news releases; contacted the media for news conference or available news releases; Prepared Mayoral proclamations, Resolutions, and certificates; Served as secretary for the Shreveport Women's Commission; Responsible for preparing all correspondence for the Commission to include meeting notices and minutes; On occasion, represented the Mayor at various functions to bring greetings; Responsible for keeping the supply room stocked.

EDUCATION

Bachelor of Science Degree in Organizational
Management WILEY COLLEGE
Marshall, Texas

Maintained honors grades and initiated into Delta Sigma Theta Service Sorority

Master of Business Administration
NOVA SOUTHEASTERN
UNIVERSITY
Ft. Lauderdale, Florida

Louisiana Tech University
Ruston, Louisiana
Shreveport-Barksdale Campus

Grambling State University
Grambling, Louisiana

Numerous professional improvement seminars and workshops

Served as a member of the Caddo Parish Commission Children and Youth Services Planning Board

•Commission Appointment

Former Member - Executive Women International

*Professional Business Women's Organization/Membership paid by the Caddo Parish Commission

Past Sergeant-At-Arms

WordPerfect 5.1, 6.1 Computers
Dictaphone/Transcriber
Speed Writing
Sharp 50-550 Fax Machine
Copier, adding machines, other office equipment
Adept oral and written communication

Member - Mt. Canaan Missionary Baptist Church
Former Sunday School Teacher/Member of the Finance Committee

Former Assistant Financial Secretary
Shreveport Chapter- Delta Sigma Theta Sorority, Inc.

Served as General Chairperson - Hospitality

41st Southwest Regional Conference

Delta Sigma Theta Sorority, Inc.

August 3-5, 2007

Shreveport, Louisiana

*2000+ Delegates in attendance

Former Announcements Clerk – Mt. Canaan Missionary Baptist Church

Former Youth Sunday School Superintendent – Mt. Canaan Missionary Baptist Church

References available upon request