

# Debra Olson

120 N. Greengate Drive, Yukon, Oklahoma 73099 • 405.204.7153 • dolson66@att.net

## ~ Executive Administrative Assistant ~

Multi-faceted, efficient and reliable Administrative Professional with 15 years of experience supporting operations and training processes within diverse corporate environments. Approachable and service-oriented, with a broad range of employee relations experience and technical skills; that will increase training efficiencies, improve morale, and enhance productivity. Offering potential employer the following as evidence of skill, potential, and commitment to corporate goals including, but not limited to:

- **Team/Employee Support:** Supported and collaborated with teams of up to 12 personnel including mid-management to executive-level officers of Fortune 500 companies; built bridges between departments and fostered consensus among personnel with divergent points of view.
- **Personnel Training Support:** Training program facilitator and records manager. Scheduled, tracked, and facilitated employee training programs; assessed trainees' progress and coached each to success.
- **Communications:** Authored, proofed and finalized correspondence, reports, and training materials ensuring quality control, e.g., accuracy and clarity of intent to targeted audiences; including senior management, internal and external customers and potential consumers of corporate brand.
- **Continuing Education:** Currently pursuing bachelors of science in business, and becoming highly skilled in E-marketing technology and business applications that will position company for strategic placement in a competitive marketplace.
- **Performance Review:** Performance has been tested, evaluated, and consistently recognized by senior management as, "Valuable Assistant; maintained professionalism at all times...brought positive attitude and energy to work, well-liked by team members...exceptional organizational and interpersonal skills...delivered quality work...quick to learn and willing to tackle new tasks outside her direct responsibility..."

### Computer Expertise

Microsoft Office, Excel, PowerPoint, Access, Publisher, ACT, Lotus 1-2-3, AS400, Adobe Photoshop, Picture Manager, InDesign, Alinea Group, GroupWise, Oracle, Quicken, QuickBooks, Hyperion, BOM, PeopleSoft, Mark View, Visio, WordPerfect, Typing 70-75 WPM, 10-Key by Touch, Dictaphone, Transcription.

## ~ Summaries of Relevant Experience, 1999 - Present ~

### CAREER EXECUTIVE OPTIONS

Oklahoma City, OK

**Administrative/Marketing Assistant to President:** Currently providing a broad range of database management, E-marketing, technical training and consulting skills for company offering outplacement services to individuals and corporations.

### ENERGY FORCE

Edmond, OK

**Enrollment Coordinator/Executive Assistant to President:** Instrumental in preparing trainees for landman training classes; and coordinating paperwork to assist in selection of placement with brokers. Provided impeccable customer service to trainees, trainers, contractors, and walk-in customers.

### DOBSON COMMUNICATIONS CORPORATION

Oklahoma City, OK

**Executive Assistant to Chief Marketing Officer:** Coordinated multiple calendars and client meetings for marketing directors, chief marketing officer, and team members; obtaining conference facility and handling catering/travel arrangements.

### TYSON FOODS, INC.

Oklahoma City, OK

**Administrative Assistant to Top-tier Executive Marketing Team:** Engaged in supporting operations for diverse national sales and marketing efforts; including video-conferencing, nationwide travel coordination, distribution/payment of point of sale inventory for 100 brokers and retail markets.

### CMI CORPORATION

Oklahoma City, OK

**Executive Secretary:** Working directly with the president, entrusted with high-level of responsibility and confidentiality. Interfaced with VIPs, board members and investors; representing company brand and policy decisions. Created travel policy that reduced corporate expenses more than 30%.

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## ~ Highlights of Experience and Success ~

**\*The following areas represent a broad scope of experience and specific accomplishments acquired over course of career that are applicable and transferable to diverse industries and professional opportunities in which top administrative skills are required:**

**ADMINISTRATIVE SUPPORT: Relied upon for fast, accurate, and efficient administrative and technical support to senior staff and personnel that enhanced day-to-day operations, increasing daily office efficiency and customer satisfaction.**

- **Improved** accounting records systems by updating processes, streamlining file retrieval, and archiving **850 records**. Created and organized paper documents electronically for quick retrieval; prepared expense reports and set up tracking system via Excel and Access.
- **Synchronized** multiple calendars for management and sales personnel; made travel arrangements negotiating best rates for air fare, hotels, and car rentals. Planned and executed national sales, marketing and operations meetings, regional manager's conferences, board meetings and VIP luncheons; utilizing catering services.
- **Coordinated** company webinars, client presentations, video/phone conferences and personnel training programs; conceptualized presentations for sales shows, board and weekly management meetings.
- **Generated** and composed written correspondence for internal office communications and customers. Notary Public Commission: Expiration date of January 26, 2013.

**ACCOUNTS MANAGEMENT & COST CONTAINMENT: Exploited budgetary, organizational, and interpersonal skills to Employer's advantage; saving time and money while securing and maintaining professional business relationships.**

- **Managed \$2.M** rebate account for 13 corporate retail companies, resulting in high customer satisfaction.
- **Maximized** office efficiencies by designing new forms; developing policies and procedures; streamlining workflow and improving productivity.
- **Prepared** and maintained time sheets, expense reimbursements, contracts and vendor invoices via QuickBooks.
- **Saved** thousands for employers annually by negotiating for services -- car rentals/lease agreements, catering services for conferences/meetings and hotel contracts for extended-stay VIPs. Garnered further savings thru creating, designing and printing marketing and training materials in-house.

**HUMAN RESOURCES & PERSONNEL TRAINING: Experienced in various aspects of HR as critical foundation for any business operation.**

- **Composed** and placed recruiting ads for corporate vacancies; scheduled interviews and conducted new hire orientations.
- **Reported** and recorded workers' compensation injuries filling personnel vacancies on temporary or permanent basis.
- **Administered** 401k program, COBRA, medical and dental claim processing.
- **Trained** personnel throughout career in various areas including, administrative policies/procedures, software applications, safety, and customer service issues.

**PUBLIC RELATIONS/BRAND MARKETING: Representative of diverse organizations within public and private sector, initiating and supporting marketing and public relations efforts.**

- **Managed** Tyson branding labeling system, updating nutritional ingredient information on existing and new products in database; coordinating required informational/color modifications with vendor for printed customer materials.
- **Facilitated** press conferences, coordinated media relations, created press packages and news releases. Initiated contact and fused relationships with celebrities, resulting in no-fee public service announcements.
- **Originated** product brochures and team newsletters that ensured communication with marketing, brokers and retailers. Catalogued hundreds of advertising files and maintained point-of-sale inventory for branded products.
- **Facilitated** Tyson test kitchen open house; participated and managed company sponsored events, i.e., United Way, and Red Cross Campaigns.

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## **~ Highlights of Professionalism ~**

### **EDUCATION**

**UNIVERSITY OF PHOENIX - Oklahoma City, OK**

**Bachelor of Science in Business**

**G.P.A - 3.3**

**Graduation 2013**

**(70% completed, 45 credit hours remain of accelerated evening program)**

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### **PROFESSIONAL MEMBERSHIPS & COMMUNITY SERVICE**

**International Association of Administrative Professionals (IAAP)**

**Oklahoma City Metro Employer Council**

**United Way Campaign Manager**

**Red Cross Volunteer**

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### **PROFESSIONAL TRAINING**

The Indispensable Assistant

How to Become a Better Communicator

Management Skills for Administrative Professionals

The Changing Role of the Administrative Professional

Take-Charge Skills for Assistants with Busy Bosses

Solving Critical Problems in Human Resources

Essentials of Personnel/HR Administration

Equal Employment Opportunity and Affirmative Action

Spirit of Diversity

Take this Job and Love It

QuickBooks Pro 2010

Lean Manufacturing

**References Available**