

# **FLEXIBLE ELECTRONIC RESUME**

Laura E. Richardson

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U. S. Citizen: Yes

Veterans Preference: No

Federal Civilian Status: Student Temporary Employment Program (STEP), 12/2001-05/2002, and 07/2001-08/2001.

Highest Civilian Series and Grade Held: GS-303-2

Security Clearance: Can obtain a security clearance

Languages: n/a

## **OBJECTIVE**

Ground floor opportunity to apply my outstanding creativity and computer skills to design products that will improve the efficiency, effectiveness, and professional services of a dynamic organization.

## **PROFILE**

Self-reliant, focused, and committed to excellence in academic and professional pursuits.

Outstanding skills in written and oral communications.

Team player; identify needs and fill them.

Intellectually curious about computer software applications and quick to learn how to apply them to business needs.

Able to balance priorities and complete multiple tasks in a demanding work environment.

## **EDUCATION**

George Mason University (GMU), Fairfax, Virginia 22032. Currently enrolled as sophomore. Major: Graphic Design. Courses completed listed below.

Nextec Inc., Herndon, VA. Completed A+ and Net+ Certification courses. Fall 20xx.

Osborn Park High School, Manassas, VA 20111. Advanced Diploma, 06/20xx. Graduated in the top third of the class.

Art AP Test score of 4 out of 5: earned 4 semester hours credit at GMU.

Member of the National Art Honors Society.

Won Fire Safety Poster Contest for Camden County NJ, (First Place) and went on to State competition.

## PROFESSIONAL EXPERIENCE

05/2003 to present, 40 hrs/wk, \$15.32/hr, **INFORMATION SPECIALIST II**, Vistronix, Inc., McLean, VA. Supervisor, Sarah Whitmore, 1-888-999-0000 (may contact). Contract to 08/2003.

COPS MORE (Making Officer Redeployment Effective) Program expands the amount of time current law enforcement officers can spend on community policing by funding technology, equipment, and the hiring of civilian personnel through grants to local communities. Use database, and contact grantees by phone to gather information needed to complete surveys.

DATA ANALYSIS—CIVILIAN SURVEYS: Evaluate grantees' calculations on actual Full Time Equivalent (FTEs) versus the required FTEs. Determine how much time the grantee is saving by hiring civilian personnel to staff positions that enable sworn officers to patrol the community and the public roads.

DATA ANALYSIS—EQUIPMENT: Determine how much time the grantee saves by purchasing equipment with grant money, which frees up sworn officers for re-deployment. For example, technology funded under COPS MORE, such as mobile in-car computers, enables officers to analyze and research local problems while on patrol, improving their ability to quickly and effectively address crime.

10/2002 to 02/2003, 20 hrs/wk, \$10.50/hr, **RECEPTIONIST / ADMINISTRATIVE ASSISTANT**, Manpower Temporaries, Manassas, VA. For Cubic Transportation Systems, Chantilly, VA.

ADMINISTRATIVE SUPPORT: Provided engineering and business development support. Processed employee timecards, and maintained accurate records. Made travel arrangements for engineers. Finalized travel expense reports for Accounting. Maintained inventory of office supplies; prepared monthly order.

RECEPTION: Received calls and visitors; retrieved and distributed voice mail messages. Received and distributed mail. Prepared outgoing packages for overnight delivery. Assisted staff members with faxes, copying, filing, etc. Distributed incoming fax documents.

OFFICE ARRANGEMENTS: Coordinated monthly luncheons; assisted in holiday events, and when guests visited. Maintained reception / lobby area, copy room, and videoconference room organized and ready for use. Assisted in preparing offices and making arrangements to meet the needs of new employees and visitors.

06/2002 to 10/2002, 40 hrs/wk, \$11.00-\$11.50/hr, **ADMINISTRATIVE ASSISTANT**, Kelly Services, Northern VA Offices. Supervisor, Angela Pierce, 703-333-7777.

DATA ENTRY and project assistance for a major business management consulting firm.

RECORDS MANAGEMENT for the leading Internet service provider.

RECORD KEEPING for school systems relative to home-schooled students.

CIVIL SERVICE EXAMINATION PROCTORING of applicants for transportation security.

12/2001-05/2002 30 hrs/wk and 07/2001-08/2001 40 hrs/wk, GS-303-2,

**CLERK (OFFICE AUTOMATION)**, Student Temporary Employment Program (STEP) Intern, U. S. Department of Transportation, Federal Highway Administration

Office of Human Environment, Washington, D.C. Supervisor, Jack Dawson, 202-333-4444.

**STAFF SUPPORT:** Developed PowerPoint presentations and prepared reports, correspondence, and other documents for office professionals. Special Assignment: Finalized response to a Congressional Inquiry.

**RECORDS MANAGEMENT:** Assembled materials, photocopied, labeled and mailed packages by most cost effective means, including FedEx. Assisted staff with filing, copying, faxing, and mailing. Carried out special projects such as preparing and assembling participant materials for major meetings. Copied materials onto CDs, and scanned documents for electronic filing and retrieval.

**RECEPTION:** Answered incoming phone calls, determined nature of inquiry, provided customer service and answered inquiries whenever possible, and determined when it was appropriate to refer callers with non-routine inquiries to appropriate staff member.

### **JOB-RELATED SKILLS**

60 words per minute typing.

Computer proficiencies: MS Office Professional (Word, Excel, Access, PowerPoint, and Outlook), WordPerfect, PhotoShop, ScheduALL, Citrix, Internet, and E-mail.

Office equipment: phones (teleconferencing), photocopiers, fax, mailing, and FedEx labelers.

### **HONORS AND AWARDS**

08/2001, Cash Award of \$100 for superior performance during summer internship.

### **COLLEGE COURSES, SEMESTER HOURS**

Fall Semester 2001

History 105, 3 hrs

Theater 101, 3 hrs

Math 106, 3 hrs

Sociology 101, 3 hrs

University 100, 1 hr

Spring Semester 2002

English 101, 3 hrs

Art and Visual Technology 105, 4 hrs

Communications 101, 3 hrs

Spanish 101, 3 hrs

AVT 104, 4 hrs by placement examination

CEEB placement test, 4 hrs by placement examination

### **HIGH SCHOOL HONORS and ACTIVITIES**

Advanced Art courses leading to 4 hours college credit by placement examination.

Art Club Member: Contributed to work involved in stage scenery set-ups for Drama Club performances.

Painted a seascape mural on the basement wall of a neighbor's home.

Painted several animation and storybook figures on child's bedroom walls.

Volunteer work at the local hospital as a candy striper.

Animal Shelter Volunteer: Represented Animal Shelter for Adopt-a-Pet events at local pet stores.