

EMILY M. LEAVENS

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EDUCATION

UNIVERSITY OF CALIFORNIA, RIVERSIDE

MBA, *emphasis in Finance*

2006

UNIVERSITY OF REDLANDS

B.S., Organizational Management

2003

QUALIFICATIONS & PROFICIENCIES

- 17+ years experience working at La Brea City College, within various offices including academic, student affairs, and operations departments
- Demonstrated experience in office management and handling student traffic
- Possess solid history of collaborating with various departments within La Brea City College
- *LBCC applications:* Pcard, TechMart, Petty Cash, KRONOS Timekeeping, Discoverer, Monstertrak
- *Computer software:* MS Word, Excel, Publisher, Power Point, and Outlook
- Extensive experience in database management and analysis, and report generation

LA BREA CITY COLLEGE PROFESSIONAL HISTORY

LA BREA CITY COLLEGE, Career Center

Recruiting Coordinator

2007-present

- Manage student traffic, scheduling counseling appointments, and providing resource suggestions
- Responsible for supporting recruiting functions including meeting with recruiters, scheduling interviews, organizing travel arrangements for outside recruiters, reserving conference rooms
- Create and distribute employment-related correspondence, applications, forms, and orientation materials
- Manage company recruitment database and generate company recruitment reports
- Assist in the coordination and logistical operations of the career fairs
- Maintain the employment website and applicant tracking system; Create and maintain job postings on external job board websites
- Processed purchase orders via p-card, Oracle and T-Mart, and invoices for payment

LA BREA CITY COLLEGE, Dept. of Natural Sciences

Administrative Assistant, *Dr. Rickes Lab*

1999–2007

- Create and maintain up-to-date database of projects including revenue, staffing, completion and start dates for all projects and provide relevant analysis
- Prepare, review, and manage dept. budget projections, budgets for new proposals, and funding expenses
- Keep abreast of all Federal and State regulations regarding grants and contracts
- Collaborate with professor to maintain accurate department account records
- Contract work includes preparing subcontracts and reviewing contract information prior to signing.
- Managed contract negotiations in collaboration with the purchasing staff
- Administrative duties included scheduling appointments, coordinate travel arrangements, manage facilities, and process visitor appointments and maintaining filing system
- Processed purchase orders via p-card, Oracle and T-Mart, invoices for payment, and payroll

LA BREA CITY COLLEGE, Purchasing Dept.

Acquisition Representative

1996–1999

- Managed procurements and services and processed purchase requisitions
- Negotiated contract terms and conditions
- Responsible for contract administration, and prepared and evaluated requests for quotation
- Developed and wrote source justification documents
- Administrative duties include coordinating travel arrangements, scheduling appointments, processing invoices for payment, and handling receiving and returns of materials purchased

Assistant Buyer

1994–1996

- Responsible for researching and purchasing supplies for various clients, and vendor sourcing and pricing
- Interfaced with both customers and vendors involved in the acquisition process
- Managed contract administration
- Organized and maintained data files

Buyer Assistant

1990–1994

- Data entry into mainframe system to generate purchase order numbers and documents
- Updated and maintained data files on PC based system
- Handled high volume phone calls
- Sorted and distributed incoming mail
- Handled distribution and flow of documents within the department & outside.

OTHER PROFESSIONAL EXPERINCE

PASSPORT TO EDUCATION INC.

Program Coordinator

2004–present

- Reviews, plans, assists in the development and coordinating of all services offered to consumers
- Responsible for quality assurance for consumer services and case management process; Supervise the completion of appropriate authorizations and paperwork
- Advocacy responsibilities include liaison duties with the surrounding communities and agencies such as patrons, instructors, probation officers and parents
- Manage the coordination of activities designed to identify, develop and utilize new community resources
- Collaborate with agencies to improve the quality of proposed or existing resources
- Conduct initial assessment of participants, and refer to appropriate program resources
- Develop and implement training for staff of 12

Important: Request application confidentiality.

References available upon request.