

1234 Kimberly Ave  
La Brea, CA 91210

818-349-8542

# Emily M. Leavens

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## Experience

2007-present                      La Brea City College                      La Brea, CA

### **Recruiting Coordinator**

- Create and distribute employment-related correspondence; e.g., applications, forms, and orientation materials.
- Perform various administrative duties that support the recruitment function.
- Create and maintain job postings on external job board websites.
- Support recruiting function with recruiting process that include: scheduling interviews, organizing travel arrangements for outside recruiters, reserving conference rooms.
- Participate on process development and process improvement teams.
- Generate recruitment related reports
- Assist in the coordination and attend career fairs
- Maintain the employment website and applicant tracking system
- Other duties as assigned

2004-present                      Passport to Education Inc                      Los Angeles, CA

### **Program Coordinator**

- Reviews, plans, assists in the development and coordinating of all services offered to consumers
- Serves consumers and see to it that entire case management process with appropriate authorizations and paperwork is completed.
- Have advocacy responsibilities with community liaison tasks.
- Responsible for the coordination of activities designed to identify, develop and utilize new community resources on behalf of the consumers
- Work with agencies to improve the quality of proposed or existing resources
- Provide initial assessment of consumers
- Develop and implement training for staff
- Acts as liaison with agencies to include consumers, instructors probation officers and parents.
- Other duties as assigned.

1999–2007                      La Brea City College                      La Brea, CA

### **Administrative Assistant**

- Create and maintain up-to-date database of projects including

revenue, staffing, completion and start dates for all projects and provide relevant analysis.

- Prepare budget projections
- Prepare/review all budgets for new proposals.
- Manage budgets.
- Work with Professor to maintain accurate department account records.
- Keep abreast of all Federal and State regulations regarding grants and contracts.
- Assist in reworking budgets after funding.
- Schedule appointments
- Prepare subcontracts.
- Review contracts prior to signing.
- In conjunction with Purchasing Staff, conduct contract negotiations.
- Coordinate travel arrangements
- Manage facilities
- Process visitor appointments
- Process purchase orders via p-card, Oracle and T-Mart
- Process invoices for payment
- Process payroll
- Maintain filing system
- Other duties as assigned.

1996–1999

La Brea City College

La Brea, CA

**Acquisition Representative**

- Acquired routine, as well as unique procurements and services, processed purchase requisitions
- Prepared and evaluated request for quotation
- Negotiated terms and conditions
- Provided contract administration
- Coordinated travel arrangements
- Scheduled appointments
- Processed invoices for payment
- Handled receiving and returns of materials purchased.
- Developed and wrote source justification documents.

1994–1996

La Brea City College

La Brea, CA

**Assistant Buyer**

- Purchased low risk, routine, off-the shelf supplies
- Interfaced with both customer & vendor involved in the acquisition process
- Contract administration
- Organized and maintained data files on a PC
- Vendor sourcing & pricing, and problem solved

1990–1994

La Brea City College

La Brea, CA

**Buyer Assistant**

- 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.

Education                      2003–2005                      University of California Riverside    Riverside, CA

- MBA
- February 2006

1999–2003                      University of Redlands                      La Verne, CA

- B.S., Organizational Management
- May 2003

Interests

- Usher Leader – Pasadena Church of God
- Softball
- PTA School Representative
- Spending time with family members.
- Traveling

References                      *Available upon request*