

Linda M. Spangler

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Centre Hall, PA 16828

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Objective: To expand my knowledge and growth within The Pennsylvania State University

Special Skills:

University Systems (OAS, ISIS, IBIS); HTML; Oracle Calendar; Data Warehouse; Microsoft Office; Microsoft Access

Professional Growth:

Data Warehouse I and II; Office Professional Certificate; Penn State Leader; IBIS Financial Forms; Turning your Vision into Reality; Adult Education 100 (3 credits) Fall 1996; Power Play Training; Intermediate IBIS; IBIS Forms: Hands on Training; Using Microsoft Office; Introduction to IBIS Basic English Grammar and Mechanics; Introduction to Microsoft Excel

Activities:

Staff Advisory Committee-Member 2005-Present; United Way Team Leader 2001-2002, 2002-2003; Staff Advisory Committee Chair, 9/98 – 9/00; Staff Advisory Committee-Secretary, 12/97 - 9/98; Staff Advisory Committee-Member, 9/97-2002; Graduation usher 1994-1997, 2003-2006; Web master EMS Staff Advisory Committee 2005-Present

Awards:

United Way Campaign 2001/02 and 2002/03 - Certificate for “*Highest Increase in Dollars Raised for Units with 201 – 400 Employees*” Outstanding Staff Member of the Year – 1995; On the Job 100% - 1995, 1996, 2005

Work Experience:

Administrative Assistant I/Office Manager, Ryan Family Student Center, College of Earth and Mineral Sciences, The Pennsylvania State University (January 2003 - Present)

-operations manager to include but not limited to:

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| -arrange visits for prospective students and families | -arrange travel |
| -organize, record, process budgets for Diversity Enhancement Programs Director | |
| -manage clerical and reception responsibilities | -coordinate schedules for Center Directors |
| -hire, train, supervise student wage employees | -manage databases, list-serves, prepare reports |
| -assist in the coordination of college programs, recruiting activities, special events, outside events to include Nittany Science Camp for Girls (NSCG) and Girls Utilizing Technology and Science (GUTS) | |

Bookkeeper/Secretary, Tubbies Waterworks, State College, PA 16802 (June 1997 - Present)

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|---------------------------------------|----------------------------|
| -accounts payable | -clerical responsibilities |
| -bank reconciliations | -payroll |
| -conduct general computer bookkeeping | -process monthly sales tax |

Staff Assistant IV, EMS Environment Institute, College of Earth and Mineral Sciences, The Pennsylvania State University (July 1997 – December 2002)

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| -created posting of weekly seminar, colloquiums | -assisted administrative staff assistant |
| -created/maintained CECG Center web page (as well as others) | -maintained/approved students records minors |
| -general office procedures (answer telephones, receptionist) | -key administrator |
| -organized special events | -controlled calendars |

Assistant to the Director of Academic Advising, College of Earth and Mineral Sciences, The Pennsylvania State University (March 1994 - July 1997)

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|---|---------------------------------------|
| -arranged student and family visitations | -scheduled student classes |
| -supervised and assist student computer lab | -scheduled appointments for advising |
| -supervised student wage employees | -organized weekly student social hour |
| -distributed, organize, and maintain information literature | -conducted degree audit entries |
| -assisted in the coordination of college programs, recruiting activities and special events related to FTCAP activities, <i>Scholars Day</i> , <i>Spend a Summer Day</i> , and the <i>Honors Graduate Commencement Get Together</i> | |

Linda Spangler (continued)

Bookkeeper-Office Manager, Agway Farm Center, Inc. Rt. 26, Pleasant Gap, PA 16823 (October 1985 - June 1992)

- processed daily transaction and reports
- verified invoices to sales exception reports
- reconciled debit credit adjustments
- created new customer accounts and adjusted existing files
- balanced end-of-day transactions and bank reconciliations
- produced inventory purchases
- directed invoices for payment
- compiled daily deposits
- assisted customers
- processed account billings and accounts receivables

References available upon request.