

111 Arts Building  
The Pennsylvania State University  
University Park, PA 16802  
Ph.: 814-865-2591; Email: whill@psu.edu

# Wendy L. Hill

## INDIVIDUAL STRENGTHS

- Confident communicator
- Self-motivated and quick study
- Responsible and committed
- Exceptionally dependable
- Team player
- Strong organizer and planner
- Resourceful and knowledgeable
- Extensive computer skills

## COMPUTER SKILLS

Through experience and training courses, I have acquired excellent working knowledge of the following computer, operating, and software systems:

### *Desktop Publishing and Presentation:*

Adobe InDesign  
Adobe Photoshop  
Microsoft PowerPoint

### *Word Processing:*

Microsoft Word  
Word Perfect

### *Networking and Communication:*

Oracle Corporate Time  
Eudora Pro  
IBIS and ISIS

### *Database and Spreadsheet:*

Microsoft Excel  
FileMaker Pro

## EXPERIENCE

PENN STATE, UNIVERSITY PARK, PA  
Office of the Dean (2 positions)  
College of Arts and Architecture

Sept. 1997–Present

### *Administrative Assistant III: Aug. 1998–Present*

- Manage the daily administrative activities in the Dean's office: oversee all human resource functions related to office staff (hiring, training, evaluation, discipline); compose/type letters, memorandums, reports; design awards, announcement cards, letterheads, flow charts, PowerPoint presentations; house and maintain college's email listserv, post information (college and unit-specific) on daily basis; initiate exit interviews of all departing faculty members; research and collect data for reports, correspondence, speeches, meetings, etc.; respond to inquiries/requests and independently resolve; maintain Dean's calendar.
- Budget: review and approve all Dean's Office financial transactions. Construct and maintain statistical budget worksheets for annual salary recommendations across the college.
- Manage and execute all promotion and tenure activities at the college level; maintain college's on-line promotion and tenure handbook.
- Manage and execute all sabbatical leave application activities at the college level.
- Annual and 5<sup>th</sup>-year academic administrative reviews: designated senior staff member to assist the review committees and be responsible for the management and integrity of the reviews.
- Coordinate and carry out logistics of academic administrative searches, including both human resources functions and support staff functions.

- Manage the complete processes for annual college awards (i.e., Faculty Teaching Awards, Advising Awards, Staff Awards) and oversee the processes at the college level for numerous annual university competitions (i.e., Evan Pugh Professorship nominations).
- Plan and carry out logistics (i.e., travel, lodging, meals, honorarium) for numerous retreats, group meals, meetings, and visits throughout the year, including commencement speaker.
- Produce and maintain the college's personnel database. Oversee the establishment and maintenance of other databases, records, and office files.
- Serve as staff support to the college's Executive Council--attend meetings, take and distribute minutes to the college's faculty and staff members.
- Serve as a member of the Arts and Architecture Financial Group.

*Staff Assistant VII: Sept. 1997–Aug. 1998*

- Maintained the research budget for the Office of Research and Graduate Studies
- Typed routine correspondence and forms; answered telephone; coordinated meeting arrangements; compiled reports; created and maintained databases
- Arranged travel accommodations
- Monitored promotion and tenure process
- Designed posters, flyers, invitations, award certificates for various offices in the College
- Served as key custodian for the Dean's Suite, Department of Art History, and Palmer Museum
- Managed office in absence of supervisor

PENN STATE, University Park, PA Jul. 1989 –Sept. 1997

Office of the Associate Dean for Research and Graduate Studies

Office of the Coordinator for Minority Programs

College of Arts and Architecture

*Staff Assistant VI*

- Maintained budgets for the Offices of Research and Graduate Studies and Minority Programs
- Attended ACOR II (Administrative Committee on Research) meetings
- Assisted with the processing of internal and external grants
- Assisted in coordinating the Arts and Architecture undergraduate commencement ceremony
- Typed routine correspondence
- Arranged travel accommodations
- Designed posters, flyers, invitations, award certificates for various offices in the College
- Supervised work study personnel

PENN STATE, University Park, PA Nov. 1988 – Jun. 1989

Financial Office

College of Arts and Architecture

*Accounting Clerk*

- Posted College budget documents to the auxiliary accounting system
- Disbursed cash from the Financial Office cash operating fund for petty cash purchases, travel expense accounts, and cash advances
- Posted wage payroll information
- Maintained several budgets for the College.

PENN STATE, University Park, PA Jun. 1986 – Oct. 1988

Accounting Operations

*Accounting Clerk*

- Data entry of monthly, bi-weekly, wage earnings, W-4's, and RIT-214's
- Verified computer output for payrolls
- Answered verbal and written requests for payroll information

## **AWARDS/SPECIALIZED CERTIFICATE COURSES**

2003 Service Plus Customer Service Program Certificate

2003 Penn State Office Professional Certificate Program (35-hour certificate program)

1996 Staff Award for Outstanding Service in the College of Arts and Architecture

## **CIVIC ACTIVITIES**

1999-Present College Coordinator—American Red Cross Blood Drives

2002-2004 Girl Scout Assistant Leader

2000-2002 Girl Scout Leader