

DIANA HANSEN

Back Ground Summary:

Over twenty-five years of varied office experience. Proficient on Microsoft Windows XP, Word, Excel, Outlook, Visio, PowerPoint, Publisher, Access, Publisher, MathType, Web CT, accounting, office copiers, fax machine, filing, answering phones, customer service, and making appointments. Type over 60 words per minute with 99 percent accuracy.

Employment History

University of Utah
Civil and Environmental
Engineering
Utah Traffic Lab
11/99 to present

Executive Secretary

Process and maintain grant and contract books and records, monitor, reconcile and make assignments of expenditures to specific accounts, and recommend budgetary adjustment. Type memos, letters and University forms. Established and maintain a filing system, maintain Laboratory library. Maintain and update database and schedule meetings. Receptionist, order supplies, make travel arrangements for lab personnel and departmental visitors. Maintain calendars, schedule appointments, assist students, and set up online testing through Web CT.

Lace & Company
3/98 to 11/99

Assistant Manager, Clerk, Seamstress

Accounts payable, database management, mail and email correspondence, office organization, filing, customer service, and order materials, Lace and fabric sales for wedding gowns, making wedding veils, make clothing displays, fill telephone orders.

Jordan School District
District Office
4/97 to 8/98

Instructional Media Assistant

Instructional Media Library management, checking in and out of materials, fill telephone orders, help in mailroom, label creation in a word processor.

Assistant Testing Coordinator

Receive and send results of SAT, EYMT, JCT and numerous other test, organize and prepare test results for reports and send to all schools, file answer phones, type, supervise ten intermittent assistants, tall surveys for supervisor, fill in as secretary as needed, word processing and spreadsheet lists.

Education:

2000-2005

University of Utah. Various administrative workshops and seminars.

1995

ITT Technical School (College math,)

1991/1992

Jordan School District (Microsoft Works on Mac)

1964

Henagar Business college (Secretarial – Computer)

1964

Granite High School (Secretarial)