

JENNIFER L. DOE

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Willing to Relocate

jenniferld@xxxxxxx.com

HUMAN RESOURCE TECHNICIAN

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Career encompasses 22 + years of United States Civil Service, administration, executive secretary, marketing, budgeting, and financial management experience.

PROFESSIONAL EXPERIENCE

Administrative Assistant: City of Minneapolis

April 2007 - Present

- Performed administrative tasks for the City of Minneapolis, St. Paul Fire Prevention and Safety Department.
- Productively answered phone calls and resolved complaints or emergencies associated to dangerous building fire incidents and responded to general information about fire inspections.
- Performed additional duties such as faxing and filing incident reports, as well as typing general office letters for the Fire Marshall and Fire Inspectors.

Executive Secretary: City Manager

March 2007 – Present

- Performed Executive Secretary duties for the City Manager of Minneapolis, MN.
- Effectively and professionally responded to complaints or concerns.
- Prepared weekly informational packets for the five City Commissioners and the Mayor of Minneapolis.
- Responsible for recording messages with subject matter of the five City Managers and two Assistant City Managers.
- Performed general office duties such as typing general office letters, filing and faxing reports, organizing schedules, and distributing incoming mail for all parties mentioned above.

Center Budget Analyst: Company Specialty Property

Oct 2005 – July 2006

- Performed analysis on 57 cost centers for Company Specialty Property.
- Reported variances trends on each cost center monthly and quarterly.
- Assisted budget owners based upon the forecasted analysis reports.

COMMUNITY SERVICE

Treasurer: Homeowner's Association

July 2003 – July 2006

- Solely responsible for monitoring expenses, preparing financial reports, paying invoices and collecting homeowner's annual dues.
- Collaborated with elected Trustees on budget proposal reviews.
- Reviewed and evaluated bids from vendors answering our requests for services and reviewing informational articles to be publicized on the Associations website.

UNITED STATES CIVIL SERVICE EXPERIENCE

Defense Information Systems Agency: Air Force Base, City

1993- May 30, 2002

Financial Manager/Senior Financial Manager

- Managed and provided assistance in baseline establishment of a Fee-for Service business-operating environment.
- Oversaw and responsible for the budget formulation, budget execution, cost analysis and monitored contracts.
- Managed all aspects of budget formulation, execution, cost analysis, and forecasting, financial program, Defense Mega Center DMC Dayton. Now know as Defense Enterprise Computer Center – Detachment (DECC-D) Dayton.
- Maintained DoD requirements governing the Defense Business Office Fund (DBOF), Base Realignment and Closure (BRAC) funds, and Capital Funds.
- Supported various military service commands, services and agencies.

Contract Specialist

- Selected to provide acquisition support to the Headquarters DISA Consolidated Software Contracts Division.
- Provided assistance to other financial specialists in tracking contracts from purchase request through completion or termination, certification of invoices for payment, payment of vendor invoices by reprogramming of unexpended/over expended funds.

Marketing Specialist / Customer Account Representative

- Efficiently projected Service Level Agreement (SLA) fiscal year budget.
- Conducted day-to-day communications for payment status using a Military Interdepartmental Purchase (MIPR) and DoD Form 348.
- Annually managed the DoD standard system and the Defense Property Accountability System (DPAS) for DISA.
- Provided a Service Level Agreement (SLA) to each of the 412 database owners (U.S. Army, U.S. Navy, U.S. Marine Corps, and various DoD agencies).

Security Clearance

During 1980 through 1989 I maintained a Top Secret Clearance with the Air Force (AFLC and AFMC) under the name Lisa K. Smith. A Secret Clearance was only required of my position from 1989 through May 30, 2002 under my present last name. My Security Clearance is active until 2010.

SPECIAL TRAINING

- Acquisition Management (SYS 100/SYS 200)
 - Information Sole Source Selection Teams
 - Contract Officer Technical Representative for cradle to grave operations utilizing MS Project
 - Microsoft Project Management, Access, Excel, PowerPoint, Word software
 - IMPAC Credit Card Training (Public Law, Ethics, DoD Requirements)
 - Management of Travel Orders in accordance with PL, DoD Regulation and Accounting principles
 - Financial Systems Training related to AFMC,DISA and DBOF business processes.
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PROFESSIONAL ORGANIZATIONS

- Comptroller Career Program - Member
 - Acquisition Professional Development Program - Member (Level 1)
 - Information Systems Career Program - Member
 - Acquisition Program Management
 - Military Comptroller Association
 - AFCEA (Air Force Communications and Electronics Agency)
 - Served as Configuration Control Board Advisor for Defense Property Accountability System
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