Wendy J. Kreider
18579 Indian Lakes Drive, College Station, TX 77845

Phone: 979-587-9945 • E-mail: wjkreider@yahoo.com

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| **Objective** |
|  | To obtain an upper level Administrative/Executive Assistant position that enables me to utilize my 25+ years of experience. |
| **Work experience** |
|  | ***TEXAS A&M UNIVERSITY – College of Education and Human Development (Dean’s Office), College Station, Texas*****College Relations Coordinator, 09/15 to Present**Responsibilities:* Coordinate all college related events (on and office campus)
* Handle logistics (venues, caterers, hotels, etc.) for college/donor related events
* Work with caterers on menu selections, florists, etc. for college/donor related events; order and pickup plaques for various honorees
* Prepare multiple documents including, but not limited to: brochures, booklets, flyers/handouts, purchase request forms, meeting materials, certificates, invitations, various cards, name tags, etc.
* Coordinate volunteers for college related events
* Research and order branded items for college (primarily dean’s office)
* Assemble “welcome bags” for all new dean’s office staff
* Attend training seminars/classes as required by job

***TEXAS A&M UNIVERSITY – College of Education and Human Development (Dean’s Office), College Station, Texas*****Lead Office Associate, 10/12 to 09/15**Responsibilities:* Develop and coordinate stewardship activities including preparing, mailing/tracking thank you letters, invitations and gift agreements
* Help identify prospective donors through database searches for specific criteria; assist in fundraising efforts
* Copy and mail student/faculty thank you letters to donors; maintain letter library
* Maintain and update college's prospects, donors/friends, emeriti faculty and development council mailing lists
* Make travel reservations and prepare expense reports utilizing CONCUR; maintain calendars with meetings and arrange lunch/dinner reservations, as needed
* Handle misc. logistics (parking, hotels, etc.) for donors’ and guest speakers’ campus visits; gather gift items, as requested
* Prepare various documents including, but not limited to: brochures, booklets, flyers/handouts, purchase request forms, meeting materials, certificates, invitations, various cards, and name tags; create Shutterfly photobooks, upon request
* Prepare honoree biographies from nomination packets or other written materials, development materials, gift announcements; create PowerPoint presentations, as requested; assist with event photography and videotaping, as needed
* Coordinate Maroon Coats and CEHD student leader's participation in development activities; work with event services, caterers, florists, etc. for all college related events; order and pickup plaques; provide on-site event/meeting support, coordinate college events, as needed
* Research and order branded items for Dean’s office
* Attend training seminars/classes as required by job/supervisor

***CENTRAL BAPTIST CHURCH, Bryan/College Station, Texas*****Senior Pastor’s Assistant, 10/08 to 07/12**Responsibilities:* Maintain Pastor’s calendar and prepare various travel arrangements
* Answer phone calls, respond to e-mail, and receive visitors on behalf of Pastor
* Schedule counseling sessions and pre-marital online testing
* Work with several committees to schedule and prepare for meetings
* Notify individuals of committee nomination; maintain membership files and correspondence
* Transcribe and maintain files of all sermons
* Schedule room requests; prepare agendas for weekly staff meetings
* Maintain counseling and Pastor’s libraries
* Prepare expense reports for deposits and maintain Pastor’s ministry budget
* Serve as liaison for outside organizations requesting use of church’s facilities
* Help coordinate on-site weddings and funerals

***CURVES INTERNATIONAL, INC. (Corporate Offices), Waco, Texas*** *(Company assists franchisees in opening sites around the United States, Canada, and internationally; also creates a positive/productive experience for franchisees and their staff as they attend training events.)***Event Liaison and Assistant to the Director of Communications and Events, 09/07 to 08/08**Responsibilities:* Managed expos for multiple Regional Trainings and Annual Convention
* Assisted with registration and awards process
* Helped to supervise staffing assignments
* Coordinated with on-site hotel staff, outside vendors, and exhibitors
* Maintained calendars, prepared/tracked invoices, scheduled meetings and complied meeting notes for distribution

***Midway Independent School District – South Bosque Elementary, Waco, Texas*** **Workroom Assistant, 10/02 to 07/05 / Temporary Positions, 08/05 to 08/07**Responsibilities:* Copied all curriculum/documents for teachers and office staff; laminated documents as needed
* Typed miscellaneous documents for Principal, as well as notes/letters that were sent home to students/parents
* Maintained budget on all coping and laminating projects
* Updated student database
* Covered front office by answering multi-line telephone and assisting parents/students as needed (including assistance in the clinic)
* Assisted in the following specialized classes: Physical Education, Resource/Special Education, EPCD/PPCD (pre-K and elementary classes for special needs children), ESL (English as a Second Language), Library, Music, and Computer Lab

***THE RESTAURANT COMPANY d/b/a PERKINS RESTAURANT & BAKERY, Memphis, Tennessee*** *(Company responsible for building company-owned restaurants as well as assisting franchisees in opening sites around the United States and Canada.)***Franchise Assistant to VP of Franchise Development, 8/00 to 6/02**Responsibilities:* Updated and maintained franchise databases
* Developed and generated monthly management reports
* Reviewed incoming applications and prepared initial correspondence with potential franchisees
* Developed, generated and maintained department files, coordinated activities and communicated information with other departments, including Legal, Accounting, and Real Estate
* Completed surveys, status reports, questionnaires and other data gathering requests

***BOYLE INVESTMENT COMPANY (commercial, industrial, and retail real estate), Memphis, Tennessee*** **Executive Administrative Assistant to Senior VP and VP of Commercial Sales/Leasing, 1/94 to 8/00**Responsibilities: * Answered multi-line telephone and scheduled appointments
* Prepared leases and sales contracts; typed daily correspondence
* Maintained correspondence with tenants regarding leasing agreements and conditions
* Organized and maintained files
* Prepared and bound comprehensive proposals and real estate appraisals for a MAI certified appraiser

***THE LENDMAN GROUP (outplacement-consulting firm), Virginia Beach, Virginia*****Senior Administrative Assistant to Senior VP of Sales Division, 12/88 to 12/93** Responsibilities: * Organized marketing portfolios for Career Fairs held in the Mid-Atlantic, Northeast, and Midwest regions; updated career fair calendars
* Maintained site correspondence; created function sheets; prepared hotel contracts; compiled registration statistics
* Updated brochures and signs using desktop publishing software; organized exhibitor booths; maintained FASTRAK correspondence
* Managed general accounting and generated monthly budget reports
* Oversaw packaging of supplies to be used at regional career fairs
* Scheduled appointments and answered multi-line telephone

 ***PAYNE-LENDMAN (division of The Lendman Group), Virginia Beach, Virginia*** **Executive Secretary to President, 8/87 to 12/88**Responsibilities:* Prepared and published clientele resumes
* Designed seminar manuals and audiovisual aids
* Served as receptionist for clients; coordinated counselors’ travel arrangements
* Other duties included ordering library literature and office supplies, filing and answering a multi-line telephone

***HUDSON AND GAMBLE, P.A. (law office), Purvis, Mississippi*****Legal Secretary, 1/87 to 7/87**Responsibilities included standard legal secretary duties such as greeting clients, attending to Youth Court matters, maintaining agendas and legal appointments, typing County Board minutes, filing and answering telephone.***SOUTHERN CENTER FOR RESEARCH AND INNOVATION (computer/software-development), Hattiesburg, Mississippi*****Executive Secretary to President, 5/86 to 12/86**Responsibilities included standard secretarial duties such as typing, filing, receiving clients and investors, maintaining agendas and appointments and basic accounting tasks. ***UNIVERSITY OF SOUTHERN MISSISSIPPI – Cook Library (Catalog Department), Hattiesburg, Mississippi*****Senior Library Clerk, 1/85 to 5/86**Responsibilities included standard clerical duties such as answering telephone, typing, filing and ordering catalog file cards on the OCLC computer terminal system. |
| **Education** |
|  | ***LIBERTY UNIVERSITY***, Lynchburg, VA, 1983-84Completed 32 CreditsMajor: Secretarial Sciences Minor: Music***RIFT VALLEY ACADEMY***, Kijabe, Kenya, East Africa, 1979-83Graduated with Highest HonorsMember of the National Honor Society |
| **Technical skills** |
|  | * Highly accomplished in administrative organization and scheduling
* Extensive experience with Microsoft Office Suite 2013: Word, Excel, Access, PowerPoint, Publisher, and Outlook (Picture Manager 2010)
* Experience with Adobe Master College CS5.5 (specifically InDesign)
* Ability to type 70-90 wpm and have general knowledge of dictation equipment
* Proficient with document preparation, laminating, and binding
* Utilized ACS Facility Scheduler, People, and Finance (church software)
* Skilled in general office duties such as emailing, copying, scanning, faxing, filing, mailing, and answering multi-line phone systems
* Currently working with the TAMU Concur system (submitting expense reports & arranging various travel accommodations)
* Used BITLY and QUALTRICS to create surveys and links
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| **Community Activities** |
|  | * Actively involved in church – Grace Bible Church (Anderson & Southwood)
* Sing in choir at Christ United Methodist Church
* Volunteer for the Christian Faculty Network, an approved faculty organization on the Texas A&M University campus (assistant/treasurer)
* Involved with all events with son’s Corps of Cadets (E2) unit
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| **Personal** |
|  | Married to Dr. Richard Kreider, Endowed Chair & Head of the Department of Health and Kinesiology at Texas A&M University. Two children (Alison '12 and Ryan '17). Enjoy dancing, exercise, music, reading, and sports. |
| **References** |
|  | Available upon request |