

MARY E. WEITZ

EDUCATION

- April 1977 Graduated from Kinman Business University, Executive Secretary course, Spokane, Washington
- May 1976 Graduated from Bridgeport High School, Bridgeport, Washington

EMPLOYMENT AND EXPERIENCE

- 1986-Present Secretary Supervisor, International Programs/Research and Development. Comprehensive administrative support to the Director, serving as primary point of operational and administrative contact with delegated decision-making authority, recommending solutions, and problem solving. Obtain, coordinate and monitor information related to maintenance of and preparation of grants/contracts and adherence to policy. Maintain Director's correspondence, coordinating action to be taken, follow-up, and meeting deadlines. Create and compose documentation and reports from draft to final form, using complex word processing and graphics software. Database and records creation and management and compiling statistics in preparation of reports, proposals, and presentations. Maintain Director's calendar, attend meetings on Director's behalf, and compile meeting notes. Formulate complex travel arrangements for IP/R&D personnel. Identification, decision-making, and supervising of clerical personnel.
- 1983-1986 Secretary Senior, International Programs/Development Cooperation. Composed and prepared complex word processing tasks from drafts including reports and presentations to final form. Prioritized incoming mail, outgoing correspondence, e-mail, telephone calls and faxes. Followed-up on work in progress. Scheduled, arranged and maintained the Director of International Programs/Development Cooperation's calendar for meetings, trips and time management. Effectively communicated with faculty and clientele to problem-solve and answer questions on Director's behalf. Prepared all national and complex international travel arrangements for Director and accompanying faculty/administrators. Office receptionist for phone and personal callers. Maintained office files and databases. Worked closely with Finance Officer to monitor grant/contract expenses and prepared appropriate WSU forms for travel, purchases and reimbursements.
- 1977-1983 Secretary, Seattle-First National Bank, Dealer Center Collection Center, Spokane, Washington. Typed and transcribed material from dictation, drafts, and other sources, composed replies to routine correspondence. Department receptionist answering and screening telephone calls, directing visitors, and responding to inquiries. Compiled and prepared complex reports, maintained files and ordering of supplies.
- 1974-1976 Clerk-Typist, US Army Corps of Engineering, Chief Joseph Dam, Bridgeport, Washington. Typed correspondence, engineering forms, and other documents. Maintained files and records of correspondence and reports. Telephone receptionist answering multi-phone line system.