

## Administrative Assistant

### Work Experience

PACKER ENGINEERING Naperville, IL (October, 2001 – present)

TITLE:Administrative Assistant

- Provide administrative support to Vice President of Chemical Fire and Explosion Center of Excellence and up to two directors and four engineers.
- Project management and tracking responsibilities – open and close projects, assist with deposition preparation, organize artifact inspections, and maintain client correspondence.
- Event planning, travel arrangements, videoconference coordination (backup)
- Assist department in developing tactical marketing plan.
- Member of corporate in-house training team; conducted seminars on MS Excel for administrative assistants and Internet searching for PE personnel.
- Web page maintenance of Packer Foundation Scholars Program.

WHODOWEKNOW, LLC Naperville, IL (May, 1999 – September, 2001)

TITLE:Executive Assistant to CEO / Information Coordinator

- Researched potential clients, strategic partners and business development opportunities.
- Prepared comparatives analysis, letters of intent and contracts for mergers and acquisitions.
- Coordinated extensive travel and meeting arrangements.
- Maintained client database and target tracking spreadsheets.
- Managed support staff and temporary personnel.

ROCKWELL ELECTRONIC COMMERCE Wood Dale, IL (Apr, 1998 – May, 1999)

# Marie Herman, CPS/CAP, CIWD

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## **Administrative Assistant**

TITLE: Technical Administrator

- Conducted training on custom database and Microsoft Office products.
- Member of the Intranet Committee and Process Improvement Committee.
- Developed and maintained corporate intranet engineering website.
- Provided administrative support to 3 directors and 38 engineers (travel, meetings, office supplies, etc.).

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## Administrative Assistant

STANDARD REGISTER (Formerly UARCO, INC.) Carol Stream, IL (Oct, 1995 – Jan, 1998)

TITLE:Executive Assistant/Customer Care Liaison

- Assistant to VP/GM, VP Operations, VP Sales and Human Resources Manager.
- Coordinated all customer tours of the Division Headquarters (2-5/week).
- Managed receptionist and five temporary employees.
- Maintained Gantt chart to track progress on construction of nine facilities.
- Created and edited computer spreadsheets, presentations, word processing, databases.

## Academic

AA in Business Administration (with honors) Oakton Community College (1987)

## Continuing Education

The Indispensable Assistant, Skillpath Seminars, Schaumburg, Illinois (1996)

Certified Professional Secretary certificate program, William Rainey Harper College, Palatine, Illinois & College of DuPage County, Glen Ellyn, Illinois (1997)

International Convention and Educational Forum, International Association of Administrative Professionals, Toronto, Ontario, Canada (2001)

Digital Photography Protocols, Packer Engineering, Naperville, Illinois (2002)

MCI / IAAP Cyberseminar: eDefense Computer Security (2002)

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## Administrative Assistant

- Project Lab Safety Awareness, Packer Engineering, Naperville, Illinois  
(2002)
- MCI / IAAP Cyberseminar: Managing Information/Communication Overload  
(2002)
- MCI / IAAP Cyberseminar: Ergonomics (2002)
- MCI / IAAP Cyberseminar: Finding It Online – Searching the Internet  
(2002)
- Fire Extinguisher Training, Packer Engineering, Naperville, Illinois (2002)
- International Convention and Educational Forum, International  
Association of Administrative Professionals, Nashville, Tennessee  
(2002)
- Hand Tool Safety, Packer Engineering, Naperville, Illinois (2002)
- MCI / IAAP Cyberseminar: Memory Improvement – Searching the Internet  
(2002)
- Hazard Communication – Dangerous Goods, Amerisafe Training Services,  
Naperville, Illinois (2002)
- A Primer on the Investigation of Fires and Explosions, Hilton, Naperville, Illinois  
(2002)
- Proposal and Grant Preparation, Packer Engineering, Naperville, Illinois  
(2002)
- Electrical Safety, Packer Engineering, Naperville, Illinois (2002)
- PageMaker Training, Packer Engineering, Naperville, Illinois (2003)
- Disaster Preparation, Packer Engineering, Naperville, Illinois (2003)
- International Convention and Educational Forum, International  
Association of Administrative Professionals, Albuquerque, New Mexico  
(2003)

### **Certifications:**

1. Certified Administrative Professional® (CAP) (2002)

## Administrative Assistant

2. Certified Professional Secretary® (CPS); scored in top 1% of 2500 exam participants (exam: 1997; recertified: 2002)
3. Microsoft Office Specialist – Word, Excel, PowerPoint 2000 (2000)
4. Certified Internet Webmaster Designer® (CIWD) (1999)
5. Microsoft Office Specialist – Master Level of Office '97 (1997)

## Affiliations

- International Association of Administrative Professionals
- Toastmasters International

## Offices Held

- Vice President – Marketing and Public Relations, Oswego Toastmasters Chapter, Toastmasters International (2003-2004)
- In-house Training Committee, Packer Engineering (2002-2003)
- Webmaster, Illinois Division, International Association of Administrative Professionals (2000-2003)
- Webmaster, Golden Corridor Chapter, International Association of Administrative Professionals (1998-1999)
- Newsletter Editor, Golden Corridor Chapter, International Association of Administrative Professionals (1997-1999)
- President, Golden Corridor Chapter, International Association of Administrative Professionals (1997)

## Events Organized

- Coordinator, Oswego Toastmasters Charter Installation Ceremony (2003)
- Coordinator, IASIU Arson Investigation and Training Exercise, International Association Special Investigators Unit – 120 participants (2002)
- Coordinator, Kaiser Engineering Project Completion Celebration – 80 participants (2001)

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- Co-Coordinator, Illinois Division Professional Enrichment Program, International Association of Administrative Professionals - 150 participants (2000)
- Coordinator, Brown Bag Lunch Training Series for 50+ Engineers, Rockwell Electronic Commerce, Wood Dale, Illinois (1998)
- Coordinator, Focusing on Success Sales Training, UARCO, Carol Stream, Illinois - 650 participants in 25 locations (1997)
- Coordinator, Move to new Division Headquarters, UARCO, Carol Stream, Illinois (1997)
- Showcase Committee, Division Grand Opening, UARCO, Elk Grove Village, Illinois - 2000 participants in 12 locations (1996)

## Publications:

1. Herman, Marie R. "*MS Access 97 Exam Guide Review*" OfficeCert.com from <http://www.officecert.com>. (January, 1999)
2. Herman, Marie R., "*When It Pays to Get Certified*", OfficeCert.com from <http://www.officecert.com>. (March, 1999)
3. Herman, Marie R., "*When It Pays to Get Certified*", reprinted in The Brief, The Institute of Economic Technology, Joliet Junior College. (October, 1999)
4. Herman, Marie R. "*Beyond The Basics: The Excel 2000 Expert Exam*" OfficeCert.com from <http://www.officecert.com>. (October, 2000)
5. Herman, Marie R. "*Excel 2000 Learning Kit Review*" OfficeCert.com from <http://www.officecert.com>. (October, 2000)

## Administrative Assistant

6. Herman, Marie R., "*Workplace Violence*", Administrative-Assistants.com from <http://www.administrative-assistants.com>. (May, 2001)
7. Herman, Marie R. "*Big Brother In The Workplace: Orwell Didn't Have a Clue*", Administrative-Assistants.com from <http://www.administrative-assistants.com>. (July, 2001)
8. Herman, Marie R. "*Virtual Workplace: Are You Cut Out for a Cyber Office?*", Administrative Assistants.com from <http://www.administrative-assistants.com>. (August, 2001)
9. Herman, Marie R. "*Using Styles with ... Style!*", DeskDemon from <http://www.deskdemon.com>. (February, 2003)
10. Herman, Marie R. "*Filters Make Excel Good to the Last Drop*", DeskDemon from <http://www.deskdemon.com>. (April, 2003)
11. Herman, Marie R. "*Lights... Camera... Action! Using Action Buttons in PowerPoint*", DeskDemon from <http://www.deskdemon.com>, (May, 2003)
12. Herman, Marie R. "*Internet Searches in Hyperdrive*", OfficePro. (May, 2003)
13. Herman, Marie R. "*Replacing Your Preconceived Notions about Replace in Word*", DeskDemon from <http://www.deskdemon.com>, (July, 2003)

## Administrative Assistant

14. Herman, Marie R. "*Tooling Around With Toolbars and Menus!*", DeskDemon from <http://www.deskdemon.com>, (September, 2003) (Accepted for publication)
15. Herman, Marie R. "*Get a Whole New Perspective in Excel by Using Custom Views*", DeskDemon from <http://www.deskdemon.com> (October, 2003) (Accepted for publication)
16. Herman, Marie R. and Tompson, Sara R. "*Using the Scientific Method to Solve Problems*", OfficePro. (January, 2004) (Accepted for publication)

## Presentations

1. "Train the Trainer" Safety Training, UARCO, Barrington, Illinois, February, 1998.
2. "Microsoft Office Tips and Tricks" Brown Bag Training (series of 10 classes), Rockwell Electronic Commerce, Wood Dale, Illinois, January-April 1999.
3. "Building Your Skills Portfolio", Golden Corridor Chapter, International Association of Administrative Professionals, Schaumburg, Illinois, March 16, 2000.
4. "Seeking Success Via the World Wide Web" Illinois Division Professional Enrichment Program, International Association of Administrative Professionals, Hyatt Regency Chicago, Schaumburg, Illinois, September 16, 2000.

## **Administrative Assistant**

5. "Microsoft Word Tips and Tricks" Chicago Lake Shore Chapter, International Association of Administrative Professionals, Chicago, Illinois, January 24, 2001.
6. "Building Your Skills Portfolio", Northwest Suburban Chapter, International Association of Administrative Professionals, Northbrook, Illinois, February, 2001.
7. "Safety in the Kitchen" Oswegoland Park District, Oswego, Illinois May 19, 2001.
8. "Introduction to Windows" Oswegoland Park District, Oswego, Illinois June 3, 2001.
9. "Introduction to the Internet", Oswegoland Park District, Oswego, Illinois, June 5, 2001.
10. "Introduction to the Internet", Oswegoland Park District, Oswego, Illinois, June 12, 2001.
11. "PowerSearching the Internet", Oswegoland Park District, Oswego, Illinois, June 19, 2001.
12. "Microsoft Word Tips and Tricks", Oswegoland Park District, Oswego, Illinois, June 26, 2001.
13. "Microsoft Excel Tips and Tricks", Oswegoland Park District, Oswego, Illinois, June 28, 2001.

## **Administrative Assistant**

14. "Taking Your Web Site To The Next Level" International Association of Administrative Professionals 2001 International Convention and Education Forum, Toronto, Ontario, Canada, July 17, 2001.
15. "Introduction to Windows", Oswegoland Park District, Oswego, Illinois, September 8, 2001.
16. "Holiday Cookie Buffet", Oswegoland Park District, Oswego, Illinois, November 17, 2001.
17. "Meals and Memories", Oswegoland Park District, Oswego, Illinois, December 8, 2001.
18. "Making the Mobile Warrior", Golden Corridor Chapter, International Association of Administrative Professionals, Schaumburg, Illinois, February 21, 2002.
19. "Introduction to the Internet" Oswegoland Park District, Oswego, Illinois, June 1, 2002.
20. "MS Office Tips and Tricks", Skokie Valley Chapter, International Association of Administrative Professionals, June 10, 2002.
21. "PowerSearching the Internet", Packer Engineering, Naperville, Illinois, June 13-19, 2002.
22. "Microsoft Word Tips and Tricks" Oswegoland Park District, Oswego, Illinois, June 18, 2002.
23. "Safety in the Kitchen" Oswegoland Park District, Oswego, Illinois June 22, 2002.

## Administrative Assistant

24. "Introduction to Microsoft Excel", Packer Engineering, Naperville, Illinois, June 27, 2002.
25. "Introduction to the Internet" Oswegoland Park District, Oswego, Illinois, July 11, 2002.
26. "PowerSearching the Internet", Oswegoland Park District, Oswego, Illinois, August 8, 2002.
27. "Introduction to Windows", Oswegoland Park District, Oswego, Illinois, September 1, 2002.
28. "Introduction to the Internet" Oswegoland Park District, Oswego, Illinois, September 17, 2002.
29. "Microsoft Word Tips and Tricks" Oswegoland Park District, Oswego, Illinois, September 25, 2002.
30. "PowerSearching the Internet", Oswegoland Park District, Oswego, Illinois, October 1, 2002.
31. "Microsoft Excel Tips and Tricks", Oswegoland Park District, Oswego, Illinois, October 10, 2002.
32. "Chapter Strategic Planning Workshop", Northwest Suburban Chapter, International Association of Administrative Professionals, Northbrook, Illinois, October 16, 2002.
33. "Build Your Own Gingerbread House", Oswegoland Park District, Oswego, Illinois, November 2, 2002.

## **Administrative Assistant**

34. "Holiday Cookie Buffet", Oswegoland Park District, Oswego, Illinois, November 16, 2002.
35. "Meals and Memories", Oswegoland Park District, Oswego, Illinois, December 7, 2002.
36. "Redesign Your Chapter: Step by Step" International Association of Administrative Professionals International Convention and Education Forum, Nashville, Tennessee, July 23, 2002.
37. "PowerSearching The Internet" International Association of Administrative Professionals International Convention and Education Forum, Nashville, Tennessee, July 24, 2002.
38. "Introduction to Windows", Oswegoland Park District, Oswego, Illinois, January 21-23, 2003.
39. "Introduction to the Internet", Oswegoland Park District, Oswego, Illinois, January 27, 2003.
40. "Introduction to Windows for Seniors", Oswegoland Park District, Oswego, Illinois, February 4-13, 2003.
41. "Introduction to Microsoft Excel", Packer Engineering, Naperville, Illinois, February 18-March 4, 2003.
42. "Introduction to Microsoft Excel", Oswegoland Park District, Oswego, Illinois, February 24-26, 2003.

## **Administrative Assistant**

43. "Introduction to Microsoft Word", Oswegoland Park District, Oswego, Illinois, March 10-12, 2003.
44. "Microsoft Office Tips and Tricks", Skokie Valley Chapter, International Association of Administrative Professionals, Skokie, Illinois, May 12, 2003
45. "Building Your Skills Portfolio" International Association of Administrative Professionals International Convention and Education Forum, Albuquerque, NM, July 22, 2003 (accepted for presentation).
46. "Introduction to Windows", Oswegoland Park District, Oswego, Illinois, September 22-24, 2003.
47. "Introduction to the Internet", Oswegoland Park District, Oswego, Illinois, October 1, 2003.
48. "Introduction to Microsoft Excel", Oswegoland Park District, Oswego, Illinois, October 6-8, 2003.
49. "Internet Level II", Oswegoland Park District, Oswego, Illinois, October 16, 2003.
50. "Computers for Cowards", Oswegoland Park District, Oswego, Illinois, October 20-29, 2003.
51. "Build Your Own Gingerbread House", Oswegoland Park District, Oswego, Illinois, November 1, 2003.
52. "Introduction to Microsoft Word", Oswegoland Park District, Oswego, Illinois, November 3-5, 2003.

## Administrative Assistant

53. "Holiday Cookie Buffet", Oswegoland Park District, Oswego, Illinois, November 15, 2003.
54. "Meals and Memories", Oswegoland Park District, Oswego, Illinois, December 13, 2003.

### Awards:

- IAAP International Spark Award (2001)
- IAAP Distinguished Chapter President award (Golden Corridor Chapter) (1998)
- Special Volunteer Award - Mid-America Chapter of American Red Cross (1997)
- All-Around Volunteer of the Year American Red Cross-Arlington Heights Service Center (1996)
- Manpower Quality Training Certificate (1993)
- Tiffany Award received for Excellence in Service (1992)

### Special Interest

- State of Illinois Notary Public (Commission Expires Mar, 2005)
- American Red Cross Disaster Services - Disaster Action Team Captain
- American Red Cross CPR and First Aid Instructor
- American Heart Association Heartsaver CPR Certified May 2003