

Shana H. Fore - Qualifications

info@skylineva.com ▪ www.skylineva.com

OBJECTIVE To provide professional off-site solutions for my clients' administrative, creative, + technical needs.

KNOWLEDGE
(INCLUDES BUT NOT LIMITED TO)

Applications + Utilities

- Adobe: Acrobat Pro, InDesign, PS/Elements
- AIA Software
- Expedition
- FTP Software
- MS Office Professional Suite
- QuickBooks

Operating Systems

- MAC OSX
- Windows (XP, NT, 95, 98, 2K, + ME)

Other Relevant Skills

- Content Editing
- Customer Service exp.
- Digital Imaging
- Document Standardization
- Field Surveying
- Inventory control
- Web 2.0

Fully computer literate, + a quick learner on new programs

EXPERIENCE
Since 2007

Skyline Virtual Services

Owner (Virtual / Off-Site Administrative Support Services)

standard administrative services ::

- Data Entry
- Document Processing – Correspondence, Forms, Manuals, Proposals, etc.
- Email Management
- Faxing/Printing/Scanning (small format)
- Internet – Basic Research/Reporting, Purchasing, Travel Arrangement, etc.
- Internet – Online Bid Package Creation/Maintenance (Architects, Engineers, + Contractors)
- Internet – Online Marketing Assistance – Social Networking, Forum Posting, etc. (*no spamming!*)
- Project Administration (Architects, Engineers, + Contractors)
- Typing (~70wpm – see doc processing)
- Other

standard creative/technical services ::

- Desktop Publishing – Flyers, Marketing Proposal Preparation, etc.
- Electronic File System Organization (requires remote access to your files)
- Graphics – Creation/Conversion/Maintenance
- Internet – Basic Website Maintenance
- Internet – Basic Blog Creation/Maintenance
- PDF Creation/Conversion/Maintenance
- Other

Virtual Office in Colorado

**** Sorry, no phone work****

6 years + ongoing
(overlapping time)

Religious Organization

Virtual Ministry Administrator

- Basic Website Creation / Maintenance
- Email Monitoring
- E-Letter Creation / Distribution (newsletter)
- Identity Development (logo, letterhead, etc. – on-going)

Virtual Locations

3 Years

Commercial Architecture Firm

Office Manager + Project Administrator

Office Management duties include:

- Complete office organization + coordination
- Benefits administration
- Logging, tracking, + payment of all incoming bills
- Logging, tracking, + submittal of all outgoing invoices
- Creating, updating, + maintaining project, client, + consultant information in **QB**
- Taking AP calls + researching issues; following up on AR as needed
- Marketing Support
- Compiling supply orders + distribution of items upon receipt (as needed)
- Coordination of incoming/outgoing packages (online shipping included)

In-House, North Carolina

- Faxing, Filing, + Data entry
- Scheduling events + meetings (as needed)
- Job-related research

Project Administrator duties include:

- Facilitating the flow of project information during each phase of design - from schematics through construction
- Coordinating bid documents with Project Architect/Manager, Printer, etc.
- Standardizing + maintaining forms
- Logging, tracking, + coordinating submittals, RFIs, change orders, applications for payment, + all other correspondence

4 years

Commercial Architecture Firm

Project + Office Administrator

Project Administrator duties:

- Facilitating the flow of project information during each phase of design - from schematics through

In-House, North Carolina

General office duties:

- Answering a multi-line phone system (as needed)

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- construction
- Coordinating bid documents with Project Architect/Manager, Printer, etc.
- Standardizing + maintaining forms
- Logging, tracking, + coordinating submittals, RFIs, change orders, applications for payment, + other correspondence
- Creating, updating, + maintaining project information in **Expedition**, a well-known project management tool used in the construction industry
- Compiling supply orders via company intranet + distribution of items upon receipt (as needed)
- Coordination of incoming/outgoing packages (online shipping included)
- Faxing, Filing, + Data entry
- Scheduling events + meetings (as needed)
- Job-related research

AP Assistant Duties:

- Logging + tracking of consultant invoices
- Entering consultant invoices into **Vision** Accounting Software, + posting for payment
- Creating, updating, + maintaining project, client, + consultant information in Vision
- Taking AP calls + researching issues

1 year, 4 months	Commercial Architecture Firm <i>Interior Design / Marketing + Administrative Support</i> <ul style="list-style-type: none">▪ Maintained furniture/finish library + made interior + furniture selections for various interior-related projects▪ Architectural + Interior Design production included: on-site facility surveys, photo cataloging, specification editing, CAD design, preparation of marketing proposals, presentations, + construction + bid documents▪ Implemented standardization of office procedures, forms, + an in-house ACT!2000 User's Guide▪ General office duties included: answering a multi-line phone system, shipping/receiving, faxing, filing, data entry, mail merge, job-related research, + DB Administration (ACT!2000)	In-House, North Carolina
1 year	Major Software + Hardware Developer / Solutions Provider <i>Confidential Status - Marketing + Administrative Support</i> <ul style="list-style-type: none">▪ Created + updated customer databases (Lotus Notes + MS Access)▪ Prepared marketing proposals▪ Maintained product information: filing + inventory control▪ Preparation for product trade shows included: document reproduction, brochure organization, + client mailings▪ Coordinated shipping + receiving	In-House, North Carolina
10 months	Respite Services Organization <i>Medical Records Coordinator + Administrative Support</i> <ul style="list-style-type: none">▪ Oversaw creating + updating of client medical records (MS Access)▪ Checked in/out client medical records + maintenance of records room/files▪ Processed incoming paperwork for payroll as well as helped coordinate company events + meetings▪ General office duties included: answering a multi-line phone system, shipping/receiving, faxing, filing, data entry, mail merge, + job-related research	In-House, North Carolina
Misc. Time	Anilox Roller Manufacturer <i>Programming + Customer Support</i> <ul style="list-style-type: none">▪ Prepared queries, reports, + forms for data analysis of a MS Access DB used for product development▪ Performed daily order entry from customer requests▪ Studied code for problem determination/solution▪ Wrote sections of a User's Guide for the inter-company inventory/accounting/mfg. application	In-House, North Carolina
Misc. Time	Early Years – Employment Experience <ul style="list-style-type: none">▪ Collections Assistant▪ Commercial + Residential Cleaning Agent▪ Grocery Bagger▪ Inventory Assessment▪ Nanny▪ Retail Customer Support▪ Telemarketing	In-House, North Carolina + Florida
Recommendations	Upon request -or- view online at www.skylineva.com and www.linkedin.com	