

Amber Siefer

Objective

To provide exceptional, accurate, and professional work to my employer at all times. Additionally, I aim to be a courteous, innovative, and reliable colleague

Profile *Administrative Office Management Professional*

- Excel in steering administrative operations and providing quality support to management in areas ranging from human resources, customer service and accounting/bookkeeping to procurement, vendor relations and inventory control.
- Expertise in planning, coordinating, and managing workflow/projects to meet critical deadlines and company operational goals; effectively multi-task and adapt to changing priorities.
- Well versed in accounting/bookkeeping operations ranging from accounts payable and receivable to payroll processing and banking functions.
- Committed to delivering superior customer service in responding to inquiries, addressing/troubleshooting issues, and following through to ensure satisfaction.
- Motivated leader experienced in training, developing and supervising top-performing teams; promote and support a collaborative team environment.
- Expertly ensure compliance with regulatory standards and internal policies/procedures.
- Efficiently maintain information systems, databases and records.

Career Track

Office Manager/Legal Assistant Breskin Johnson & Townsend PLLC 7/2008 to 09/2011

- Hold sole accountability for office/administrative operations of a busy law office, including facilitating attorney scheduling, relations with clients, vendors and other legal professionals, as well as screen potential clients through an intensive intake process resulting in an executive summary for the purpose of legal evaluation and business planning.
- Provide administrative, legal and office management support by greeting clients, answering multi-line phone, providing professional correspondence via phone, fax, letter and email, calendaring, drafting legal documents and forms, filing court documents, conducting research as instructed, managing client files and contacts, training new staff, maintaining office supplies, daily mail duties, troubleshoot equipment problems, FOIA requests, setting up conference calls, expense reports, dictation, and email distribution lists.

- Foster and maintain superior working relationships with clientele, attorneys and other legal professionals through knowledgeable, helpful and sincere interaction to promote positive growth for the firm.
- Play a vital role in assisting with the timely transition through software and system upgrades.
- Success in re-organizing existing systems, processes and functions through evaluation summaries in order to strive to advance team communication and work product.
- Ensure employer compliance with state and federal statutes and local rules for the purposes of calendaring cases and maintaining professional conduct with the court system.
- Effectively manage accounts payables and receivables as well as coordinate the tracking of all internal and external costs, client billing and payments, and vendor payments.
- Create customized financial reports utilizing accounting software and excel for purposeful financial management.

Event Lead/Facilities Burke Museum of Natural History and Culture 9/2005 to 08/2008

- Organize, assemble and close both public and private events.
- Interface and provide both support and supervision to Reception and Admission staff.
- Coordinated private event efforts between Education, Events, Public Programs and Facilities departments.
- Provide administrative support for the Events Associate through checking and responding to client inquiries via phone, email and in person as well as provide necessary interdepartmental documents to clients, giving tours, event planning, scheduling staff as well as providing staff evaluations and feedback.
- Consistently ensured safety protocols and museum guest regulations.
- Supervise staff and maintain security of the Museum's exhibits and collections during an event; secure all galleries and alarm secure exhibits.
- Ensure guests are accommodated and educated about the museum's history and upcoming public events.

Education

Degrees

B.A. Sociocultural Anthropology with applied focus University of Washington 6/2008

A.A. General studies Peninsula College 6/2004

Community Activities

Volunteer RMI Embassy 3/2007 to 09/2007

- Organized, planned and executed two community events centering on the creation of a temporary display case of Marshallese handicrafts in the Pacific Voices gallery of the Burke Museum.

- Outreach efforts to local Marshallese communities to assist in the creation of the temporary display case.
- Documentation and research of data provided by local Marshallese residents to the Curator of Ethnography at the Burke Museum.
- Further outreach efforts to Pacific Islander student groups at the University of Washington to bridge communities.
- Recruited Native Voices film students as volunteers.
- Created a budget for both events and was able to successfully locate funding resources.

Volunteer Hawthorne Elementary School 6/2006 to 08/2006

- Visited classrooms and provided teacher-aid support for Marshallese students, i.e., helping students complete homework assignments.
- Discussed barriers to learning with teachers to identify potential projects that would benefit the Marshallese community in Everett and Hawthorne Elementary.
- Interviewed community members regarding barriers to education.
- Assisted in the creation of three types of educational booklets targeting areas identified by teachers, students and community members. The booklets were distributed to the school, students and families.
- Gave presentations to teachers regarding the relevancy of the information presented in the booklets as a tool for the classroom.

Computer skills

Word Processing Software

- Advanced user of Word
- Competent user of Word Access

Spreadsheet/Database Software

- Advanced user of Excel spreadsheet
- Advanced user of accounting/data base software PC Law
- Competent user of accounting/data base software Quick books

Communications/Networking

- Expert user of the internet and electronic mail
- Advanced user of Outlook
- Competent user of LexisNexis legal research software

Publishing/ Presentation Software

- Competent user of Powerpoint
- Competent user of WordPress and Publisher

References

1. Dr. Holly Barker, Professor of Anthropology, University of Washington (206) 985-7336
2. Amy Fortier, Events Associate (former) Burke Museum (206) 985-0951
3. Diane Quinn, Director of Education, Burke Museum (206) 685-7154
4. Roger Townsend, Attorney at Law, Breskin Johnson & Townsend (206) 652-8660
5. Bill Sherman, Attorney at Law, Sherman Law Firm, PLLC (206) 382-2404
6. Glenn Brummet, Facilities Manager (retired) Burke Museum (206) 284-7033
7. Jessica Cima, Event Lead, Burke Museum (937) 205-1138