

MIL IVEY

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OBJECTIVE

Administrative Assistant looking for challenging work as a **VIRTUAL OFFICE ASSISTANT** with success-oriented organizations and individuals. Looking to partner with like-minded entrepreneurs in an on-going collaborative relationship providing administrative service. In short, I want to help YOU succeed while helping ME succeed!

QUALIFICATIONS SUMMARY

More than 35 years of professional experience providing office administrative and clerical support. Extremely skilled in Word and WordPerfect (word processing) software, Quicken/Quickbooks (accounting) software, Excel spreadsheets and PowerPoint presentation creation. Skilled in organizing work-flow and meeting tight deadlines; strong oral and written communication skills. Experienced as technology consultant, and skilled in designing forms and systems for business applications. Also highly experienced in designing instructional materials and providing computer instruction for individuals and corporate personnel. Highly motivated and success-oriented.

EDUCATION

GADSDEN STATE COMMUNITY COLLEGE, GADSDEN, AL

Medical Transcription Coursework, 2006

Completed Medical Terminology and Medical Transcription courses

JACKSONVILLE STATE UNIVERSITY, JACKSONVILLE, AL

Fifth-Year Certification, Educational Administration, 1995

Certification Add-on for Educational Administration

GADSDEN STATE COMMUNITY COLLEGE, GADSDEN, AL

Computer / Information Science Coursework, 1994

UNIVERSITY OF ALABAMA – GADSDEN CENTER, GADSDEN, AL

Certification Coursework, Administration/Supervision, 1990

Post-Graduate Coursework

JACKSONVILLE STATE UNIVERSITY, JACKSONVILLE, AL

Master's Degree, Vocational Business Education (major), 1979

Certification–Business Administration

JACKSONVILLE STATE UNIVERSITY, JACKSONVILLE, AL

Bachelor's Degree, Secretarial Education (major), English (minor), 1973

Graduated with HONORS

SNEAD STATE JUNIOR COLLEGE, BOAZ, AL

Secretarial Education (major), 1969

AUBURN UNIVERSITY, AUBURN, AL

Secretarial Education (major), 1968

SAND ROCK HIGH SCHOOL, LEESBURG, AL

Valedictorian of 1968 Graduating Class

WORK HISTORY

SCHOOL 2 (Fort Payne, AL) – privately-owned computer instruction facility

Owner / Instructor – 1999 to present

Duties: Designed and prepared instructional materials in various computer software packages, purchased and maintained 14-station computer network and other office equipment, conducted group computer classes and private computer instruction for hundreds of students (corporate and individual instruction), served as consultant / set up office systems for various kinds of businesses, designed forms and systems for business and trained personnel in use, established and maintained school library, served as community resource for Home School groups

NORTHEAST ALABAMA COMMUNITY COLLEGE (Rainsville, AL)

Instructor – Skills Training Computer Classes – Feb. 2009 to present

Duties: Designed and prepared instructional materials for Adult computer courses; prepared PowerPoint presentations for Basic & Intermediate computer instruction; coordinated and taught 8-hour (2-week) courses and one-day workshops

CHEROKEE COUNTY HEALTH AND REHABILITATION CENTER (Centre, AL)

PIEDMONT HEALTH CARE CENTER (Piedmont, AL)

Computer Instructor – February 2007 to October 2008

Duties: Designed & maintained facility web site; assisted with form design and policies & procedures posting on web-site; served as IT assistant (provided help-desk assistance for staff, computer troubleshooting – hardware & software, etc.); designed in-house web instruction; designed record-keeping database; provided documentation; designed and prepared instructional materials for CCHRC and PHCC staff computer courses; have taught 500+ students (62 classes plus administered 108 CLEP tests); prepared course outlines & handouts, tests, PowerPoint presentations;

GADSDEN STATE COMMUNITY COLLEGE (Cherokee County Center)

Instructor – Continuing Education Computer Classes – 2003 to 2005

Duties: Administrative assistant; established office systems and designed/maintained office procedures and policies manual; designed & maintained filing systems; designed mail-merge projects for student and faculty contact; composed & submitted press releases; designed and prepared instructional materials for Senior Adult computer courses; prepared PowerPoint presentations for computer instruction; taught numerous 8-week courses and one-day workshops

FAIRVIEW UNITED METHODIST CHURCH (CENTRE, AL)

Church Secretary – 2000 to 2002

Duties: Managed church office (120 member congregation), coordinated communication among members, pastor, and community; established and maintained accounting system (Quickbooks); established and maintained filing system; maintained two church funds; established and maintained church library; prepared budgets; wrote church job descriptions; prepared weekly church bulletin, maintained church calendar, handled correspondence, planned and coordinated special church activities and functions

CHEROKEE COUNTY AREA VOCATIONAL SCHOOL (Centre, AL)

Vocational Business Teacher – 1973 to 1998

Duties: Business Education Preparatory Teacher for 25 years; taught courses/modules in: Business Computer Applications, Desktop Publishing, Accounting, Typewriting/Keyboarding, Business Mathematics, Business Law, Employment Preparation & Retention, Office Procedures, Business English, Parliamentary Procedure, Leadership & Business Behavior (a MULTITUDE of duties & responsibilities – too numerous to list; complete history available upon request)

TOWN OF SAND ROCK (Sand Rock, AL)

Town Clerk – 1996 to 1998

Duties: Managed town office (population 250 approx.), established and maintained accounting system (Quickbooks), established and maintained filing system, maintained various funds, prepared budgets, processed payroll, served as recording secretary for Town Council meetings, prepared monthly agendas and reports, maintained equipment and inventory, handled correspondence, planned and coordinated special town events

HIGHTOWER COMPUTERWORKS (Sand Rock, AL)

Owner–Home-Based Business – 1988 to 1998

Computer sales and service; classes for adults (personal computing and job training), high school students (research, tutoring), and children (intro / education); built and assembled computers; troubleshooting and repair

DOUG MITCHELL, ENROLLED AGENT / TAX ACCOUNTANT (Albertville, AL)

Accounting / Tax Preparation Services – 1989 to 1991

Business Educator Exchange program; volunteer work/summer internship; learned Tax Preparation software; prepared tax returns; assisted with tax and accounting records, payroll and tax accounting; prepared materials for audits; completed IRS T-Card classes for Enrolled Agents

JUDGE JOHN COGGIN, ATTORNEY/DISTRICT JUDGE (Centre, AL)

Legal Secretary – 1977 to 1978

Temporary office manager (summers); served as paralegal, receptionist, and legal secretary; duties included transcription of dictated material (depositions, legal descriptions), typing legal documents, and filing; directed/supervised student paralegal employee; conducted title searches and updated plat book

FARMERS AND MERCHANTS BANK (Centre, AL)

Secretary / Loan Teller / Customer Service Representative – 1974 to 1976

Temporary replacement for vacationing personnel; served as “floating” personnel; loan department (processed loan applications, insurance, correspondence); customer service representative; drive-thru teller; secretary for various bank personnel

AMSOUTH BANK (formerly 1st National Bank of Jacksonville, AL)

Loans / Trust / Drive-Thru Branch / Secretary / Customer Service – 1969 to 1973

Secretary for trust department and loan department officers; loan teller; drive-thru teller, customer service

RELATED LEADERSHIP POSITIONS

Living Truth thru Radio Ministry Board of Directors; served as secretary/consultant

PCBEE Chairperson (National Policies Commission on Business and Economic Education; 3-yr term; collaborative national policies design)

Project Designer and Director—\$15,000 ***Teachers’ R & R Center***; solicited and received full grant funding from Ronald McDonald Children’s Charities to establish and direct computer center—1992-93

State Chairman—***Business Education Course of Study Committee***—1989-90

Project Coordinator—***Curriculum Alignment Project*** (Cher. Co. Board of Education)—1996

HONORS AND ACHIEVEMENTS

Alpha Delta Kappa Honorary Educational Society, Alpha Nu Chapter (Cherokee County), 1992 to 1998

Alabama Emmaus Community Team – led Walk #204 (May 2000)

Alabama Emmaus Community, Kairos Outside, Chrysalis – served on numerous teams

Cherokee County AVS Teacher of the Year – 1996 and 1987

Selected *Outstanding Alabama 4-H Volunteer Leader*–1986; recipient of “Gold Clover” award; trip to Washington, DC

Selected *Alabama Salute to Excellence* awards–1988

Cherokee County *Volunteer of the Year*–1987

Graduated with Honors–*Jacksonville State University*, 1973

Alabama State *FHA* Vice President; representative to national FHA Conference in Los Angeles, CA–1967

Alabama 4-H Home Management Project winner; national 4-H Congress in Chicago–1967

ACTIVITIES / PERSONAL INTERESTS

Alabama Emmaus Community – Board of Directors, active member

Bible Study leader – church and home Bible studies

Worship at *Harvest Home Fellowship*

Licensed pilot (member of Ft. Payne flying club–6 years)

4-H Adult Volunteer Leader for 9 years (8 state *4-H* project winners/delegates to national *4-H* Congress in Chicago; 1 national project winner; 3 AL State *4-H* Officers)

Restored and exhibited antique show cars (member of *Gadsden Antique Automobile Club* – 14 years)

Church pianist, organist, and youth choir leader (number of years)

Other interests: 1946 Harley Davidson Knucklehead bike, photography, investments, piano/MIDI keyboard, sign language, reading, computers

REFERENCES

Available upon request