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| NDObjectiveResearch Administrator for 21 years after being an Executive Administrative Assistant for 17 years with local accounting firms. I’m currently looking for a position requiring my skills in a 100% remote position.SkillsGrants/Budget preparation for research sponsors such as NIH. Also worked with ASSIST, RPPR, eRA Commons. SRM MarketPlace, SAP, Concur, ZOOM, TEAMS, Outlook calendars, Travel Arrangements, WORD, Excel, PowerPointawards and affiliations2015 Honor Socierty2016 Magna Cum LaudeNCURA (2021) |

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ExperienceSr coordinator, business operations • baylor college of medicine • november 12, 2001 – november 18, 2022Grant preparation with budget(s), monthly reports a grant account, travel arrangements and reimbursements for faculty/staff and visitors, ordering of supplies, maintain calendars, events organizationAdministrative assistant • several accounting Company • august 1984 – november 2001I’ve worked with several accounting firms in Houston after graduating high school in 1984. I work the front desk at all with greeting clients, answering telephone, ordering supplies, help with final tax returns for clients – copying, organizing, and mailing, upkeep with office equipment and refreshments, handling of incoming and outgoing mail.EducationBBA • December 2021 • UHD2.8 GPA, Bachelor of Business Administration with a Minor in General ManagementAA • May 2016 • Lone star collegeBusiness Administration |