

Angelene Frederick
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OBJECTIVE

To secure a long term career position, a position that will allow me an opportunity to grow within the company.

ABILITIES

A highly reliable professional with over 20 years of office clerical/administrative/secretarial experience; proficient and accurate in the use of word processing and spreadsheet software, design software, computers, calculators, telephones, facsimiles and copy machines. Multi-tasker with exceptional communication and interpersonal skills; possess a proven track record of effectively communicating with management, staff, and a diverse population.

QUALIFICATIONS

Excellent computer skills
Excellent 10 key skills
Excellent Administrative and Secretarial skills
Great multi-tasking abilities
Hard working, independent and reliable
Excellent Analytical skills
Team Player Attitude
Interpersonal Abilities
Leadership skills
Professionalism
Adaptability
Purchasing Skills
Excellent Web Design/Webmaster skills

ACCOMPLISHMENTS

Hired as an Administrative Aide and promoted to Administrative Specialist within five months, with a substantial pay increase because of dedication, leadership, work ethics, and professionalism demonstrated during the planning and organizing of the "Summit 2010," in conjunction with the Nova Southeastern University. (Charter Review Commission)

Received recognition as employee of the month for my commitment and dedication to making change in our office; I established the first electronic filing system within our department. In addition to this outstanding recognition, I received gift cards and the title of "The One," as my immediate manager believed I was the one he had been waiting for in this position. (Florida Department of Transportation)

I was able to transform an outdated manual office system into a modern day office system by bringing in computer technology and training. The office became more efficient; we saved over \$50,000 per year in lost revenue because of lost invoices, improper purchasing, and total disorganization. I was promoted from Secretary to Office Manager. (Yogi's Towing & Auto Repair)

Continued: Frederick, Angelene

EDUCATION

Information Technology/Web Development

Colorado Technical University
May 6, 2012 (Graduation date)
GPA 3.5 (BS)

Business Administration

Broward Community College
GPA 4.0
Did not complete

Web Design Services

Atlantic Technical School
Web Design Certification

EMPLOYMENT HISTORY

08/10 – 7/11

American Express
Weston and Plantation, Florida

Methods Analyst/HTML Developer (Contractor)

As a Methods Analyst: Analyze current procedures, document and rewrite or update procedures, attend meetings, develop new procedures, work with SMEs and Management to determine best methods and practices. Assist in preparing and testing procedures and specification for documents. **As an HTML Developer:** Clean existing HTML code for Search Engine Optimization, migrate documents from one system to a new system, proof articles, and attend development meetings, develop articles for ECCO system.

07/2006 – Current (Part-time)

Black Tie Web Design & Hosting
Pompano Beach, FL

Web Designer

Manage and maintain five web accounts on a monthly basis; design/build websites, invoice clients, attend meetings, develop simple databases, design logos and artwork, setup hosting accounts, prepare detailed proposals, fax, file, and answer phones. My client list includes the City of Pompano Beach Tiger Trail Committee, Linda Scott 1426, Incorporated (Plus Size Modeling), Shue Man, Incorporated, and Florida Police Support Team. I also performed form design services for OMNI Home Health Care, designing forms, manuals, and policy documents. I prepare HTML emails, proof, and send mass mailings to Florida Police Support Team's current clients and email lists, this included setting up Mailing List Manager Software on their server, setting up the mailing list data, creating the HTML/Text email, and managing the campaign.

12/01/2008-03/15/2009

Florida Department of Transportation
Fort Lauderdale, Florida

Administrative Assistant

General responsibilities included but were not limited to handling routine administrative tasks for the Engineering department, received and processed Utility Certifications and Utility Permits for Government Road/Highway projects. Processed invoices, examined files to obtain information, developed and maintain databases, answered public inquires, and created the first electronic filing system for the department.

Continued: Frederick, Angelene

Secured superior rights for FDOT highway construction projects from utility companies, prepared spreadsheets, analyzed and interpreted information for utilization in various reports and projects; followed up on current and ongoing projects, typed correspondence, disseminated reports to the appropriate staff. I planned, scheduled and coordinated value engineering study projects, including creating the participants and instructors list, acquiring the room and all necessary equipment, and other duties as assigned (See accomplishments section).

11/2000-1/2002

Broward County Board of County Commission
Charter Review Commission
115 S. Andrews Avenue, Ste. 407
Fort Lauderdale, Florida

Administrative Specialist/Certified Buyer

This was a supervisory and administrative position assisting the Executive Director in the coordination and administration of business operations functions. My primary responsibilities included supervising clerical staff in the daily operations of our division; preparing presentations using various software programs, distribute work assignments, planned assignments, facilitated the accomplishment of work through providing, obtaining and coordinating a variety of services; reviewing and preparing purchasing records for annual audits, researching and purchasing various products and services for the department, and providing professional level staff assistance to the Executive Director. Assisting and advising in matters pertaining to programs and/or special projects; I also assisted in the development of project procedures and schedules, prepared project reports and related data; researched special interest for our division and board members. This position varied in daily activities and/or duties, above and beyond the normal office tasks.

Note: Special two-year commission board (See accomplishment section).

SOFTWARE SKILLS

MS Office Suite
Excel
ACT Database
MAS 90 Accounting
HTML Editors

Word Perfect
Quick Books
Access Database
Mail List Manager
Dream Weaver

Internet
CS 3 Creative Suite
Adobe 9 (Pro)
Photo Shop

Salary Desired
\$40,000 (Negotiable)