

RESUME AND SKILLS PROFILE FOR
Kimberly A. Powell
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QUALITIES

Conscientious - Take Pride in My Work and See That It Is Done Correctly
Friendly - I Enjoy People and Therefore Get Along With Them Well
Reliable - Dependable and Respect Confidentiality

OBJECTIVE

To Obtain a Full Time, Permanent Position with a Local Entity

EXPERIENCE

October 2007–March 2009/June 2009-Present: Permit Specialist, City of Des Moines, Des Moines, Washington

- Experienced ICC Certified Permit Technician
- Front Counter; Greet Customers, Answer Phones, Cash Register
- Review All Permit Applications for Completeness and Accuracy
- Entire City Address Issues Including Notifying all Utilities, Life, Fire and Safety Entities
- Responsible for all Record Retention, Archiving and Requests for Public Disclosures
- Ordered and Maintained all Office Supplies
- Scheduled Classes, Seminars, Meetings, Hotel Accommodations, Conference Rooms etc.
- Introduced Purchasing Cooperative as to Acquire Supplies at a Substantially Reduced Cost
- Oversaw Account Coding, Budgeting, and Dollar Figure on all Department Invoices
- Receipted Monies for Permits, Business Licenses, Civil Tests, Copies Etc.
- Balanced Cash Register and Prepared Daily Deposit
- Payroll
- Recorded and Scheduled the Daily Inspections
- Passed the “International Code Counsel” “Permit Technician” Test and am Required to Maintain

November 2006 – July 2007: Department Secretary, City of Auburn, Auburn, Washington

- Prepare and Edit Agendas, Agenda Bills and Modifications
- Attend Public Works Committee Meetings and Take, Transcribe, Distribute and Finalize the Minutes
- Coordinate Addition of Agenda Items to Other Committee Agendas and Coordinate with City Clerks
- Format Resolutions, Ordinances and Related Agreements for City Attorney
- Coordinate Monthly Reports for Mayor’s Office
- Remind Staff of Due Dates of Weekly Reports
- Set-Up Public Works Staff, Management Team, and Public Works Committee Meetings
- Attend Staff and Management Team Meetings and Schedule Director’s Meetings.
- Input Requisitions into “Eden”
- Process Department Invoices and Purchase Orders for Payment
- Process Petty Cash
- Update and Audit the Year-End Budget Spreadsheet
- Prepare and Input All Payroll
- Update Management Team Vacation Schedules
- Register Staff for all Classes, Seminars, Workshops
- Make Travel Arrangements
- Maintain and Update Central Files Including Filing, Purging and Making New Files
- Archive All Files Including Purging, Record Retention Paperwork and Sending to Archives for Storage

July 1987 to November 2006, Executive Secretary, King County Directors' Association, Kent, Washington

- Assembled and Distributed the Monthly Board Meeting Materials
- Scheduled Board members and Other Staff for Meetings.
- Prepared Several Month-End Reports for the Board
- Sole Individual for New Membership; Verified Qualifications, Obtain Signatures and Filed with King County
- Created and Maintained Phone Directories, Employee Rosters and other Office Forms
- Phones and Greeted All Customers Entering the Building
- Trained New Staff and Filled in for Various Positions When Staff was Absent
- Typed all Staff Correspondence Such as Bid Invitations, Awards, Extensions, Addendums, Recaps Etc.
- Maintained and Operated all Office Equipment

Additional Experience:

Permit Technician II	WA State Notary	City Addressing	Archives/Retention Schedule
Department Secretary	Executive Secretary	HR/Personnel	Customer Service
Sales Associate	Receptionist	Accounts Payable	Planning Clerk
Payroll	Credit/Collections	Accounts Receivable	Production Clerk
Cashier	Inventory Control	PBX/Clerk Typist	Quality Control Technician

CERTIFICATES

- International Code Counsel (ICC); Certified Permit Technician
- Certificate of Completion from WABO; Over the Counter Permit Review
- Certificate of Completion from Highline Community College; Microsoft Excel 2003, Levels 1, 2, & 3
- Certificate of Completion from Highline Community College; Microsoft Outlook 2007, Level 1
- Certificate of Attendance from Fred Pryor Seminars; Management Skills for Secretaries, Administrative Assistants, and Support Staff
- Certificate of Completion from Council for Education Management; Personnel/HR Assistant Seminar
- Letter of Completion from Green River Community College; Human Resource and Management Class
- Certificate of Completion from General Electric Credit Corporation; Collections
- Certificate of Completion through NCR Corporation; NCR Worksaver Training Program
- Certificate of Proficiency: General Clerical Program and Secretarial-Stenographic Program

State of Washington Appointed Notary

Active Member of Washington State Association of Permit Technicians

Additional Training: Business Communications, Business Law, Office Machines, Business Management, Shorthand, Office Procedures Lab I & II and Warehouse Inventory. Plotters, NP-Matic Printer, Microfiche Machine, Fax Machine, Telex Machine, Pay Master, Verifone Omni Credit Card Machine, Data Entry and Multiple Telephone Systems.

Computers/Software:

Microsoft: Windows 95, 98, 2000 Professional, ME & XP (Excel, Office, Word, Outlook).

Self Teaching: Power Point, Publisher & Visio

Accela (Permits Plus; Reports & Inspections), Sierra, Tax Tools, Eden, Phillips 2001, 3000 & 3004 Word Processor, NCR Wordready Word Processor, Unix, WDS, Digital VT240 Word Processor and Micom.

References Upon Request