

Debbie Relph

[My LinkedIn Page](#)

Education:

Currently enrolled BS Graphic Information Tech Arizona State University

Dec. 2011 (Magna Cum Laude) BA Communication Arizona State University

Skills:

CSS, HTML, WordPress, Adobe (In Design, Photo Shop, Illustrator), PeopleSoft, DARS, Access, Advantage Reporting, Outlook, Blackboard, Microsoft Office Suite

Other Employers:

Sky Tech Drilling Inc., Office Manager, Phoenix, AZ / 12/2003 to 10/2006

AZCO Mining Co., Office Manager, Glendale AZ / 12/2000 to 10/2003

Keller Williams Realty, Listing & Closing Manager, Phoenix, AZ / 6/1997 to 12/2000

Freeport and McMoRan Copper Corporation, Executive Admin, Bagdad AZ / 8/1989 to 5/1997

Professional Experience

ASU / Sandra Day O'Connor College of Law

Center for Law, Science & Innovation / 11/2011 to present

As Program Coordinator for LSI my overall objective is to support the Center's conferences and workshops which includes:

- Manage Center overall budget and those for each event; contribute to yearly budget input
- Manage and reconcile department p-card
- Negotiating contracts (catering / hotels)
- Create, track, and post invoices
- Manage and track all incoming revenue and expenses
- Track and process all event reimbursements
- Manage event logistics
- Create and manage event registration sites using etouches
- Create conference programs for each event
- Communicate with event speakers and sponsors (re: abstracts, hotel, event logistics, setup needs, etc.)
- Build and manage all workshop/conference web pages using WordPress
- Help evaluate each event on its effectiveness and developing improvements where necessary

Student Involvement Includes:

- Work with students and student involved programs and events
- Manage LST Graduate Certificates students
- Create and print all final approved LST certificates
- Grow our alumni connectedness with lunchtime chats & receptions

Additional Duties:

- Produce marketing material for events using InDesign
- Ready print material for copy center
- Support faculty and several Center Director

My position requires that I work independently with little or no supervision

ASU / College of Nursing and Health Innovation

Center for the Advancement of Evidence-based Practice / 10/2006 to 6/2011

As Center Coordinator my overall objective is to support the Center's activities, conferences and workshops which includes:

- Developed and maintained all project/event budgets
- Collaborated and facilitated new streams of revenue
- Run all Center financial reports using MyReports/Dashboard
- Managed the implementation of the Center's strategic plan, which included overseeing daily operations.
- Coordinated all programs for timely, cost-efficient delivery to include program logistics (planning, scheduling, and facilitating) facilities for off-site conferences and workshops
- Prepared periodic reports, financial statements, and other records on CAEP's projects, progress, and status
- Facilitated Director's activities, meetings, incoming guests, and students
- Supervised activities of subordinates
- Facilitated and maintained updates to website and all databases
- Served as liaison with internal and external agencies

My position requires that I work independently with little or no supervision