

SHANDRA L. DANIELS
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QUALIFICATION HIGHLIGHTS

- Team player with a "do whatever-it-takes" attitude to get the job done
- Excellent decision-making and problem-solving abilities
- Ability to independently research information, analyze data and follow-up/obtain closure on all projects
- Effectively prioritize workload and employ time management skills with multiple tasks
- Proven ability to cut costs and simplify administrative procedures
- Highly proficient in Word, Outlook, Excel, Access, PowerPoint, Publisher, Adobe Professional, SurveyMonkey
- Adept at handling sensitive and confidential information
- Strong verbal and written communication skills within all levels of organizational structures

PROFESSIONAL EXPERIENCE

Arizona State University, Tempe, AZ

August 2010 – Present

Mary Lou Fulton Teachers College, Tempe Campus

Administrative Specialist, Office of the Dean

August 2012 – Present

- Serve as administrative support to the Associate Dean of Faculty
- 2015 Staff Leadership Award recipient
- 2014 Staff Commitment Award recipient
- 2013 Staff Commitment Award nominee
- Provide administrative assistance to standing committees e.g. Governance, PEC, Student Issues Committee by taking meeting minutes, running standing committee nominations/elections, maintaining files, and creating drafts and emailing correspondence on Chairs' behalf
- Oversee faculty searches including but not limited to creation and placement of ads; tracking applicants; maintaining electronic and hard copy files; sending applicant correspondence; securing candidate interview approval from the Office of the Provost; scheduling candidate phone & in-person interviews; arranging travel, lodging and colloquiums for qualified candidates; and providing support to Search Committee Chairs and Faculty Search Coordinator as needed.
- Assist in the management of all aspects of faculty promotion, tenure and sabbaticals in coordination with the PEC, Division Directors, and Dean
- Follow ASU's Business and Finance policy for submitting expenses, reimbursement for travel and other expenses and track annual expenses and budget
- Update and maintain Blackboard organization shell for: 1) Annual Review for tenure/tenure-eligible and non-tenure eligible faculty, 2) Faculty Searches, Personnel Evaluation Committee
- Organize various meetings including standing and ad hoc committee meetings, and junior faculty luncheons
- Maintain electronic files of personnel actions for tenure/tenure-eligible faculty
- Collaborate on special projects with Division Directors and Dean as needed
- Proactively solves problems and researches solutions as needs arise
- Provided interim administrative support to Associate Dean of Academic Affairs
- Provided interim administrative support to Senior Assistant Dean including but not limited to scheduling internal and external meetings, creating agendas, spreadsheets, forms, and other documents as needed using Google Docs

Sandra Day O'Connor College of Law, Tempe Campus

Administrative Assistant, (working title) / Administrative Secretary

Career Strategy & Professional Development Mentoring Center

August 2010 – July 2012

- First point of contact for students, professors, potential employers, speakers and other guests of the Career Center to ensure that their needs were met and/or they were directed to the appropriate individual the first time
- Provided administrative support to Assistant Dean, Director, Director of Employee Relations, and Assistant Director of Pro Bono & Public Interest Program

- Maintained and updated electronic communications including website, electronic bulletin board, and weekly e-communications
- Created advertisements and program literature for print and/or electronic distribution of Center programs and events.
- Organized logistics for more than 30 Career Center presentations, workshops, programs and receptions including room reservations, parking reservations, hotel and flight arrangements for speakers, meals, and handouts
- Monitored, tracked, and compiled a report of all programming, events, and student appointments within the Center
- Revised and edited and reformatted professional development handbooks resulting in reduction in copy costs
- Provided administrative support to Assistant Dean with special assignments including departmental reports, outcome studies, supplemental budget documents, and reports related to professional committee involvement

CitiMortgage, Phoenix, AZ

Administrative Assistant, Office of Homeownership Preservation

Sept. 2009 – August 2010

- Arranged staff travel and calendars, produced and maintained monthly expense reports, and procured hardware, software and system access for staff of 16
- Created color-coded calendar for more than 10 monthly departmental events which aided Director in accessing key information quickly
- Tracked, distributed, and handled all client mail, assess and assign special client issues to appropriate individuals
- Customized spreadsheet for tracking client case activity per event, strengthening ability to monitor servicing of client
- Furnished telephone scripts for client events, dispatched client notification mailings
- Received merit pay raises based on performance

Iliff School of Theology, Denver, CO

Nov. 2006 – June 2009

Executive Assistant to the President, Office of the President

May 2007 – June 2009

- Triage for President's Office activity; liaison between President, administrative personnel, faculty/staff, and board of trustees. Followed up on status of outstanding tasks/projects, responded to routine inquiries and internal/external requests, using discretion to forward to President as appropriate.
- Human resource duties included creating yearly faculty contracts and staff employment letters; tracking faculty tenure, sabbaticals, and/or leaves; maintaining personnel files for all employees, ensuring that annual assessments are scheduled and completed for President via the board of trustees and for President's subordinates; and coordinated external search for Academic Dean
- Organized and scheduled board meetings/retreats, board committee meetings, and administrative/staff meetings which included securing documents (pre-distributed when needed); providing necessary supplies or A/V equipment; arranging refreshments (from full meals to snacks); taking minutes and maintaining records of minutes/notes; updating bylaw or policies based on board/committee votes; and monitoring action steps for follow-up. Reduced cost of meetings by 10-25%.
- Arranged complex travel plans for the President including flight, rental car, and lodging
- Maintained accounting functions for president's office which included tracking expenses to fall within budget parameters, submitting expense reports, and coding expenses by general ledger
- Coordinated the completion of denominational, accreditation, and governmental reports by obtaining key information from other departments in a timely manner, proofed report for errors and submitted within the deadline period, and arranged logistics for accreditation visit. The school successfully was re-accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.
- Established and maintained highly confidential files and other institutionally sensitive information
- Consistently received merit pay raises based on performance

Assistant to the Vice President, Department of Institutional Advancement

Nov. 2006 – May 2007

- Created and edited grant reports, donor solicitations, and scholarship award letters
- Configured Vice President's schedule to ensure participation in donor solicitation campaign events and conferences
- Assisted Director of Alumni Relations with organization of alumni related events and mailings
- Exemplary job performance resulted in job offer to become President's Assistant

Louisville Seminary, Louisville, KY

Production Manager, *Family Ministry Journal*

August 1999 – Dec. 2006

- Provided administrative support to Director of the Center for Congregations & Family Ministries in producing the quarterly journal
- Led production of Journal between Editor and contributors throughout the U.S. and Canada
- Typeset, proofed and edited each issue to ensure grammar, APA style, language flow, journal style guide are accurate
- Ensured customer delivery and satisfaction by monitoring quality of printing process
- Initiated database of article authors, book reviewers, and issue content making information easily accessible
- Managed subscription cycle: created database and budget matrix, processed orders, fulfilled sample requests, created invoice system, tracked billing, mailed out renewal notices, and tracked non-renewals.

Family Service of the Cincinnati Area, Cincinnati, OH

August 1996 – July 1999

Administrative Coordinator, Life Skills Education

- Provided administrative support to the Director of Life Skills Education
- Designed brochures, flyers, and handouts for Life Skills classes
- Created program invoices and spreadsheets for Center Director to easily track billing and expenses
- Served on several ad hoc committees at the request of supervisor
- Assisted Center Director and COO in the preparation of program grants and proposal

EDUCATION

University of Cincinnati, Cincinnati, OH

Two years, Teachers College

SPECIAL SKILLS

Highly proficient in Microsoft Office Suite, PageMaker, Adobe Professional, SurveyMonkey, Eventbrite