

Sherry D. Norris

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Cell Phone: 863-990-7119

OBJECTIVE

Motivated administrative professional with 12 years of experience and a proven track record for information tracking and management; detail oriented, well-organized, outgoing employee who learns quickly and loves a challenge, seeking to contribute to a company's growth and profitability.

SELECTED PROFESSIONAL HIGHLIGHTS

- ▶ **Project Coordination & tracking**
- ▶ **Office Organization / Management**
- ▶ **Calendar Management / Scheduling**
- ▶ **Report development / Writing**
- ▶ **Customer Relations**
- ▶ **Travel Planning and Coordination**
- ▶ **Meeting Planning and Coordination**
- ▶ **Process and System Improvement**
- ▶ **Filing / Records management**
- ▶ **Accounts Payable/Receivable/Payroll**
- ▶ **New Hire Processing**
- ▶ **Documentation Process Improvement**
- ▶ **Supervised up to 5 staff members**

PROFESSIONAL HIGHLIGHTS

- ✧ **Coordinated multiple projects. Procured material and scheduled delivery in accordance with project schedule. Monitored progress for up to 3 major projects totally \$2.6 million along with 5 to 6 projects under \$10,000 and reported to management on a weekly (sometimes daily) basis. Collected incoming proposals and compiled data into bid leveling sheets for presenting to senior management. Tracked submittals, RFI's and change orders for each one. Setup financial tracking system and monitored project financials for compliance with contract/agreement. Issued internal permits and monitored for specific guidelines. Secured insurance and other pertinent documentation from contractors and vendors.**
- ✧ **Maintained master schedule for testing and inspections in accordance with Joint Commission (JC), American Health Care Association (AHCA) and National Fire Protection Association (NFPA). Scheduled testing and inspections and maintained compliance documentation for inspections.**
- ✧ **Improved efficiency and compliance by reorganizing and restructuring four and half years of unmethodical documents for over 40 species totally 1,000 exotic animals; each one on an endangered, protected, or rare species list. Created data retrieval forms and restructured document management procedures which streamlined daily tasks, improving productivity by 45%. Created new record-keeping and tracking systems which kept each animals' records in compliance with regulatory agency standards and laws and specie related organizations' standards; which passed Federal and State Inspections with no deficiencies for three years running. Set up a more defined inventory for the collection which allowed for accurate tracking and constructive data collection.**
- ✧ **Obtained and compiled required documentation for acquisitions/dispositions for in country and internationally. Working with the veterinarian to assure all medical needs and testing were up-to-date and documented for each animal.**
- ✧ **Composed & procured contracts, loan agreements, transaction agreements, obtained permits, and coordinated sub-contractors for a total of 6 years.**
- ✧ **Prepared bid packages, estimates, invoices for projects/jobs.**
- ✧ **Maintained personnel / HR documentation for up to 10 staff members.**
- ✧ **Conducted Safety meetings and maintained records for OSHA Compliance.**
- ✧ **A few regulatory agencies: Southwest Florida Water Management District (SWFWMD), South Florida Water Management District (SFWMD), Florida Fish and Game, US Fish and Game, AHCA, OSHA, Joint Commission, various endangered species associations, County Health Departments, NFPA and EPA.**

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PROFESSIONAL EXPERIENCE

2006 to Current
Community Hospital
Plant Operations/Environment of Care
Office Manager

2001 to 2004
Peace River Center for Conservation
Office Manager/Registrar

2001 to 2002
Gulf Coast Lawn Service
Office Manager/Bookkeeper

2000 to 2001
Christ Life Community Church
Church Administrator/Secretary

1995 to 1998
Joshua Water Control District
Administrative Assistant

During the interim of these dates I took time from my career to care for my family - 1998-2000 and 2004-2006.

During which, I volunteered/served as Coordinator for all church fund raisers including organizing and management of Family Fun Festival which had an approximate attendance of over 1,000 children and their parents from numerous counties; for three years.

I was the secretary for the Bible College which not only served our community, but also had satellite classes overseas and web-based, for three years. I input all overseas data into the system including lessons. I tracked and monitored for completeness and provided the Director of the College with the results. I designed the certificates and published them for the graduates until the College was established enough to have a type-set created and then they were printed by an outside vender.

I served as Secretary and Public Relations Officer for the local Cub Scouts, for 5 years.

After hurricane Charlie in 2004 I coordinated sub-contractors for the restoration of two homes.

Experienced with Quick-books; Membership Plus Program; International Species Information System (ISIS) Software; Visio, E-Time, Micro Soft Excel, Word, Project, PowerPoint and Four Rivers Software (TMS).

At this time I am studying Micro-Soft Access.

Knowledgeable in the operation of various office machines, communications systems; and GroupWise.

EDUCATION

High School Diploma
Office Technology Certification
Micro-Soft Office Classes

My future education goal is to obtain my BA in Business Administration & Management.