

Deanna K. Sebring

207 E Carson ST

Centralia, WA 98531

253-691-8860

Deesebring@gmail.com

To whom it may concern:

I am very interested in a position with Brain Northwest. Please note my 17+ years with the City Of Seattle's Department of Information Technology, Communications Shop, with my main duty being purchasing, inventory and customer service for all users of the Emergency Communications System including emergency vehicles, with the main focus on Police and Fire.

My previous position combined with other past and volunteer experiences has taken me through many levels of service and support providing and assisting in many aspects of customer, community, and government service. In detail, I provided the shop technicians and installers with tools, equipment and supplies, customers with equipment, accessories, and the ability to do their jobs, the shop with vehicle and office management. I also coordinated, chaired the City Of Seattle IT departments Combined Charities Committee in raising an average of \$30,000 per year for 12+ years.

I strive for efficiency and accuracy which makes multi-tasking an easy chore. Working with emergency communications has also given me an excellent perspective on prioritization and promptness which is very important in any field.

Thank you so much for your time. I look forward to meeting with you!

Sincerely,

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Objective: To utilize my expertise providing excellent service and support in all aspects this position.

Job Skill Overview: For 17+ years, have assisted in the urgent and efficient upkeep of the City of Seattle's Emergency Communications System. That position demanded strategy, efficient multi-tasking as well as imperative simultaneous attention to detail, communication skills, account maintenance, management to all government communication users with focus on Police and Fire.

Work Experience:

Management Systems Analyst – City of Seattle, Dept. of IT, Communication Shop, Seattle, WA
03/99 – 06/16

- Urgent service is the main aspect of the position with purchasing an imminent duty.
- Office management: Customer contact, vendor contact for price negotiation and availability, invoice analyzing, coding for billing, payment
- Accounts payable contact
- Fleet coordinator
- Time-sheet management
- Emergency technician scheduling entry
- Petty cash handling
- File management
- Complete Inventory system management: Procurement process of major & minor equipment, parts including shipping, receiving, work order setup, updates
- Month end and annual closure process and reports
- Software: Windows7, Office15: Word, Excel, Outlook, Adobe, Motorola Access Point, Rapid Report Writer, MCM Asset Management, 10-Key, Fax, Printer, Copier

Office Assistant – Bryn Mawr Properties, Inc, Seattle, WA (Part-time) 05/89– 03/99

- Accounts payable/receivable, data entry, customer service, office support, petty cash, file management.

Education: High School Diploma 1987, Green River Community College, Auburn, WA : 1996 – 2000, Centralia College, Centralia, WA

Volunteer: - City of Seattle, Combined Charities Chair & Rep. : 2000 – 2012, Habitat for Humanity, Tacoma/Pierce County 2004– 2011

Letter of Recommendation

November 12, 2016

To whom it may concern,

As I was the Communications Shop supervisor for the City of Seattle's for 26 years, Deanna Sebring worked under my direct supervision for 14 years. During that time she managed purchasing and inventories and parts, equipment & supply ordering for a multi-million dollar public safety communication system. This system is extensive and covers the entire City of Seattle. Deanna was responsible for ensuring parts were on hand when needed. This required extensive coordination with our technical team and city government customers.

Deanna also worked extensively with vendors and customers inside and outside of the City of Seattle. Whether on the phone, email or in person she performed these tasks with professionalism and respect.

In addition to her regular duties, Deanna volunteered consistently to participate in several of the charity organizations the City of Seattle is involved in. Her efforts in this area were greatly appreciated.

I am confident in Deanna's abilities and recommend her without reservation. Feel free to contact me with any questions.

Regards,

Georg T. Smith (Retired)
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