

**Objective:**

Professional Associate/ Office Assistant

**Highlights:**

- ◆ Assisted with Corporate documents, financial reports, grants, meetings with CEO
- ◆ Extensive internet research conducted in the field of energy and energy-related work
- ◆ Worked plant outage at Chehalis Power-assisted in turbine repairs and valve replacement
- ◆ Cleaned Heat Recovery Steam Generator, operated compressor and maintained air hoses

**Skills:**

- Performed detailed research projects, filed documents for grants, and completed detailed financial analysis
- Compiled information and data for Company Business Plan; Finalized layout to present to investors
- Designed advertising layout, prepared documents to submit to various magazines
- Communicated with various national/international security departments and agencies
- Computer knowledge includes Word, Excel, PowerPoint, Windows 10, Vista & XP, AutoCAD 2007
- Coordinated task with other personnel to complete assignment safely/timely
- Operated computers, printers, faxes, phones, registers, two-way radios, and scales
- Performed paying/receiving transactions, assisted customers with finalizing transactions
- Arranged meetings, prepared correspondence, and processed travel documents
- Followed safety procedures as required; making use of all necessary personal protective equipment
- Certified CPR/ First Aid (AHA HeartSaver First Aid Program)

**Experience:**

<b>Lucky Eagle Casino &amp; Hotel</b> <i>Bus Driver</i>	Rochester, WA 05-15 to present	<b>Aspen Limo Tours</b> <i>Private Chauffeur</i>	Portland, OR 06-17 to 11-17
<b>Vitamin World</b> <i>2<sup>nd</sup> Assistant Manager</i>	Centralia, WA 11-12 to 05-15	<b>Criminalistics, Inc.</b> <i>Administrative Assistant</i>	Morton, WA 07-10 to 02-12
<b>WSU Extension Energy</b> <i>Asst. Researcher/Intern</i>	Olympia, WA 11-07 to 07-09	<b>Chehalis Power</b> <i>Maintenance Intern</i>	Chehalis, WA 05-07 to 06-07

**Education:**

**Evergreen State College 2007-2009**

*Graduate - BA in Energy Technology*

*Programs include: Models of Motion, Environmental Health (Science, Policy and Social Justice), Political Ecology of Land, and Art of Mexico*

**Centralia College 2006-2007**

*Graduate - AAS in Energy Technology*

*Programs include: Power Plant Operations, Welding, AutoCAD, and Basic Circuits*

*Awards include: Student Employee of the Quarter-Spring 2006; Student Support Services-Outstanding Graduate Award for Persistence*

**Driving Abstract/ Additional Documents:**

Full Driving Abstract, Work History, and College Transcripts Available Upon Request

# C H E R Y L A J O H N S O N

914 S. Pearl Street, Apt A, Centralia, WA 98531 United States | (360) 508-9331 | smile4cheryl@gmail.com

---

April 30, 2018

Braun Northwest, Inc.  
150 North Star Drive  
Chehalis, WA 98531  
(800) 245-6303

Dear Human Resources Manager,

I am a hard-working professional who enjoys the creative atmosphere and intellectual conversation of like-minded professionals. I am a college graduate with a Bachelor's degree in Energy Technology from Evergreen State College. I am applying for the position of Project Coordinator.

In my position as Administrative Assistant, I worked very closely with the CEO of Criminalistics, Inc. to develop and write the company's Business Plan. I assisted in the review of the financial statements, weekly production numbers, accounts payable and receivable, and other pertinent data. I maintained spreadsheets, corporate documents, correspondence, and emails. I assisted in product research and development, supporting the engineers, welders, and general manager with additional data. I reviewed news information weekly to stay abreast of current changes and industry activity. I also spent hours researching grants and other avenues of funding for the company. I assisted in completing loan documents, personal financial statements, and other applications.

I would feel proud to represent a company that has strong core values. I value our resources, community and a positive environment to build our future. I would like to pursue the goals of the department by utilizing the tools and skills I have gained in my internships and training. I have always been a quick study and feel I could benefit the team with my enthusiasm and willingness to learn.

I look forward to our meeting to discuss these details further. I would love to share other experiences I have gained. Thank you for your time and consideration in my interest for the position of Project Coordinator.

Sincerely,

Cheryl A Johnson

**Criminalistics, Inc.**  
DESIGNER AND MANUFACTURER OF  
INNOVATIVE LAW ENFORCEMENT SYSTEMS

Criminalistics, Inc.  
West Coast Office  
1391 Main Ave  
Morton, WA 98356

Dear Sir or Madam:

I am writing on behalf of Cheryl Johnson who has been employed here as an Administrative Assistant with my production team for the past year. As an Administrative Assistant, she was charged with the oversight of our non-profit Research and Development Division. Her daily routine consisted of drafting reports, official correspondence, and the management of fiscal resources. She was also a key player in the research of components required in the development of our next generation of Explosive Transport Systems. Cheryl was a valued employee during her tenure here and if not for mandatory cuts in personnel directed by our Corporate Office, she would still be employed here today.

Over the past year, Cheryl has shown a commanding expertise of all administrative functions, her verbal and written communication skills were excellent. She could routinely be entrusted with the most complex of tasks and be counted on to come through with flawless results, with little or no supervision. She is articulate and has an upbeat personality, traits which will serve her well in any line of work relating to office administration or customer service. Her ability to problem solve on the fly was key in the saving countless man hours and company resources.

She has my strongest possible recommendation for any job in the administration or the customer service field. She is a knowledgeable and reliable asset who will succeed at any task. If you need clarification or amplifying information on Cheryl, please feel free to call me at (360) 496-6363 or via email at [lee@criminalisticsinc.com](mailto:lee@criminalisticsinc.com) . I feel confident that she would be a welcome asset to any employer looking to hire a reliable and experienced Administrative Assistant.

Sincerely,

Lee Metcalf  
General Manager  
Criminalistics, Inc