

Cathy Russell

- Objective** To form a strategic alliance with a business partner where my experience and professionalism can provide added value
- Summary of qualifications** Over thirty years business experience in all facets of administrative duties of increasing responsibility.
- Work experience**
- 8/2007 – Present – The Iris Companies, Fleetwood, PA**
Customer Service Representative/Administrative Assistant
- Process orders in a timely manner for customers nationally via phone, fax and mail. Resolve issues that may come about quickly and professionally.
 - Prepare and mail sales quotes to prospective and existing customers, including samples of appropriate products.
- 5/2005 – 6/2007 Pennswood Partners/Pennswood HR, Wyomissing, PA (part time)**
- General Clerical and Administrative duties
- 12/1980 – 2/2005 Textron Financial Corporation, Alpharetta, GA**
1993 – February, 2005 – HR Representative and Supervisor, Office Administration
- Provide Human Resources services and support to various TFC Divisions and Department (200+ employees)
 - Handle employee relations issues at all levels, including senior management
 - Assist with training and education initiatives, including New Employee Orientation
 - Involvement in recruiting and interviewing potential new employees
 - Incentive compensation calculations and reports
 - Strategic Financial Planning
 - Successfully organized and executed six office moves or remodeling projects during twenty-four year tenure
 - Direct supervision of Alpharetta Center Secretary and Receptionist
 - Coordinate and participate in various community activities
 - Supervise Accounts payable function
 - Office Manager, responsible for successful operation of the Alpharetta center
 - Budget responsibility for Alpharetta Center
 - Meeting site and travel/transportation coordinator
- 1989 – 1993 Administrative Support**
- Provide Administrative support to Commercial Finance Division Manager
 - Incentive Compensation calculations and report
 - Meeting site and travel/transportation coordinator
 - IT Liaison supporting computer initiatives to include both hardware and software
 - Strategic Financial Planning
 - Office Manager responsible for supervision of receptionist
- 1980 – 1989 Regional Secretary**
- Secretarial support for Regional Sales Manager and two Sales Managers. This position included preparation of credit write-ups, lease documentation and all other general secretarial duties as needed

1979 - 1980 Litton Industries Credit Corporation Atlanta, GA

Credit Secretary

- Responsible for processing equipment lease transactions, including documents, figures and rates, commitment letters, UCC Financing Statements and general clerical duties

1978 - 1979 McCord Corporation Atlanta, GA

Secretary

- Part-time secretary to Southern Regional Sales Manager with duties including general secretarial duties, as well as tracking sales for each sales representative

1974 - 1975 Darby & Associates Atlanta, GA

Secretary

- General secretarial duties for shopping center developers to include typing contracts and general correspondence

1972- 1974 USS Agri-Chemicals Atlanta, GA

Secretary

- Secretary to Product Sales Manager and Operations Engineer. General secretarial duties and assistance with the department budget

Education

1969 - 1972 Jacksonville State University Jacksonville, AL

BS in Business Administration

- Major in General Business and Minor in Economics

1998 – 2000 Keller Graduate School of Management Alpharetta, GA,

Graduate Certificate in HR Management

Accreditations

Successfully passed certification exam for Professional in Human Resources (PHR) Certificate, December, 2000

Professional memberships

SHRM-Atlanta

SHRM-National

References

Excellent References provided upon establishment of a mutual interest.

Interests and activities

I enjoy cooking, reading, needlework, exercise and outdoor activities with my family

Volunteer experience

Team Captain, March of Dimes WalkAmerica, 15 years

Involvement in other community fund raisers, including American Cancer Society and Big Brothers Big Sisters

Member of Berks Arts Council and volunteer for Berks Jazzfest in 2006 through 2009, as well as Berks Film Festival in 2007.