

**Theresa Reese**  
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## **Objective**

Looking forward to working as an executive assistant in a professionally competent environment that invites innovation and utilizes my administrative skills

## **Education**

**Metropolitan State University**  
Bachelor of Science in Marketing

*Saint Paul, MN*  
*Jan 2008-May 2009*

**North Hennepin Community College**  
Associate of Science in Business Management

*Brooklyn Park, MN*  
*September 2003-May 2007*

## **Work Experience**

**MN Army National Guard (Full Time)**  
Human Resources Administrator, Verifying Official

*Brooklyn Park, MN*  
*June 2009-Jan 2012*

- Responsible for managing over 200 personnel's dental readiness
- Developed program with local dental offices and unit to create a more efficient and cost effective way of managing personnel's dental issues
- Brought readiness up from 13% upon taking over, to maintaining over 93%
  - Received division recognized award
- Managed the daily operations of the DEERS Human Resource office responsible for providing all phases of personnel service support to soldiers, retirees, and family members across the state and across service branches
- Managed insurance enrollment issues
- Managed education benefits for over 200 personnel ensuring 100% use of entitled benefits
- Company social events Project Manager

## **Nexus Information Systems**

Senior Parts Administrator

*Eden Prairie, MN*  
*June 2006-Jan 2009*

- Responsible for purchasing and negotiating materials, equipment and supplies from vendors throughout the country
- Managed PO's for accuracy and delivery date, expedited accordingly
- Evaluated vendor quotes and services to determine most desirable suppliers
- Managed incoming and outgoing service parts
- Maintained at least a 90% satisfaction rate with all vendors including Hewlett Packard, Apple, IBM/Lenovo, Fujitsu, and Lexmark
- Ensured maximum service reimbursements from vendors by maintaining the highest standards possible through each vendors regulations
- Contacted all vendors about any customer satisfaction issues to guarantee timely responses

## **MN Army National Guard**

Associate Manager

*Brooklyn Park, MN  
November 2001-Current*

- Oversee personnel manager and 4 team leads
- Responsible for planning, resourcing, executing and assessing training for a department of 35 personnel
- Maintain property accountability and property maintenance
- Maintain soldier readiness

Unit Movement Officer

- Responsible for coordinating all unit movements (convoys, commercial and military)
- Transporting of the units' organic equipment and cargo
- Planned and led logistics to transport personnel, equipment and materials to and from 15-day training exercise with 100% accountability
- Developed companies deployment policy
- Establish and maintain stock records and other documents such as inventory, material control, accounting and supply reports
- Establish and maintain automated and manual accounting records, posts receipts and turn-ins, and perform dues-ins and dues-outs accounting
- Corrects error and exception documents
- Review and verify quantities received against bills of lading, contracts, purchase requests, and shipping documents

### **Additional Skills and Certifications**

- Committed to professionalism; highly organized, work under strict deadline schedules with attention to detail; have excellent written and verbal communication skills.
- Ability to understand and adapt to complex systems, policies and procedures.
- Excel in a fast paced environment, work well in and independently with minimal supervision
- HIPPA certified
- Maintain SECRET security clearance with ability to obtain TOP SECRET clearance