

Carrie Harris

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HIGHLIGHTS

- 13 years of increasingly responsible experience at Miller County Office of Education (MCOE); worked in several departments, resulting in a global view of MCOE's programs and services.
- Collaborative spirit, with excellent ability to create and maintain relationships, both with staff and with the community at large.
- Noted as a quick learner, with strong computer skills—fearless in attempting new responsibilities, duties and tasks.
- Resourceful, with superb problem-solving, multi-tasking, organizational skills.
- Visionary—able to see the big picture as well as the integral pieces necessary to carry out goals and plans.

PROFESSIONAL EXPERIENCE

10/02-present

Senior Program Advisor

MILLER COUNTY OFFICE OF EDUCATION, *Sacramento, CA*

First contact for individuals interested in receiving services, as well as with Department of Employment and Training (DET), program's funding agency; responsible for flow of program paperwork including all critical information; fills in as program advisor as necessary.

- Heavy budgetary responsibilities, including determining allotment of monies such as client and staff salaries/fringe benefits, supportive services, indirect grant amount due MCOE as fiscal agent, all budget revisions and coalescing both MCOE and DET budgets so each agency's requirements are met.
- Received MCOE Heroine nomination from supervisor as follows: *"During a time when our program was short staffed and we had critical deadlines to meet, Carrie did an outstanding job of completing all required tasks with cheerfulness and efficiency. Her competence and organizational skills are real assets."*
- 95% accuracy rate at DET—her paperwork gets through the system!
- Trains new staff on Workforce Investment Act regulations.
 - Responsible for Youth Training Agreement creation/monitoring.
- Sits in on negotiations with DET, clarifying guidelines to ensure accuracy of reports.
- Resourceful, with a willing attitude to get the job done and done well.
- Consistently meets or exceeds goals/expectations on performance reviews.

12/01-10/02

Program Advisor

MILLER COUNTY OFFICE OF EDUCATION, *Sacramento, CA*

- Established relationships with schools in assigned area(s); recruited/enrolled clients; delivered all supportive services such as employability skills training, securing appropriate clothing, arranging physical-needs appointments, setting up/monitoring job placements.

2000-2001

Administrative Assistant – Program

MILLER COUNTY OFFICE OF EDUCATION, *Sacramento, CA*

- Processed paperwork (checking for accuracy to meet DET requirements).
- Executed all pertinent clerical support tasks, including design/set up of program marketing materials.

1997-2000

Administrative Assistant I – Health Grant

MILLER COUNTY OFFICE OF EDUCATION, *Sacramento, CA*

- Handled budget revisions and any issues related to Business Office; prepared flyers; coordinated events; provided outstanding support for day-to-day grant operations.

Continued...

- 1996-1997 **Administrative Assistant**
MILLER COUNTY EDUCATIONAL PARTNERS (MCEP), *Sacramento, CA*
- Exceptional ambassador for MCEP, both on the phone and in person, welcoming and personal.
 - Heavy daily contact with multiple community agencies, including major business and educational leaders.
 - Developed and maintained multiple databases of business partnerships and other management-control systems.
- 1994 (Summer) **Secretary II – Summer Youth Program**
MILLER COUNTY OFFICE OF EDUCATION, *Sacramento, CA*
- Performed all clerical activities in addition to collecting, calculating and posting student salaries and compiling reports to meet federal guidelines.
- 1991-1996 **Substitute (Multiple Positions)**
MILLER COUNTY OFFICE OF EDUCATION, *Sacramento, CA*
- Served as replacement for positions in Human Resources, Graphics, Administration, Business Office, Substitute Teacher Placement, and Career Education.
- 1994-1998 **Sales Associate**
JCPenney, *Sacramento, CA*
- Provided top-notch customer service—the face with a smile—and maintained accurate records and cash management.

TECHNICAL SKILLS

- High level of proficiency in Microsoft Office, Microsoft Publisher, PageMaker, Excel, Access
- Quick study—rapidly learns new software programs and is department’s “go to” person for technical problems.
- High level of multi-tasking skills—able to prioritize and manage myriad details and duties, with exemplary dedication and loyalty.
- Takes great pride in ability to handle stress, maintain patience and a very strong work ethic: *“Whatever comes my way, I will do it! I love to take charge and get things done. I’m fast and accurate and I love to learn new things.”*

EDUCATION & TRAINING

- 1996-present Completed several training programs including “7 Habits of Highly Effective People”, “Desktop Publishing”, and multiple MCOE-presented workshops, including Total Quality Management; completed Department of Employment & Training course on managing client files, enrollment processes, etc.
- 1996-1998 Sacramento City Junior College, Sacramento, CA—30 units, General Education
- 1996 Elk Grove High School, Elk Grove, CA—Diploma, 4.0 GPA