

Susan K. Osredker

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PROFILE

- Advanced Administrative Support background coupled with strong interpersonal relationship skills
- Superior communication skills contributing to seamless interaction within all levels of organizational structure
- Advanced skills in Microsoft Office Suite, Adobe Acrobat X-Pro, Outlook, Sharepoint, Dropbox and CMS Web management using RedDot and OmniUpdate
- Demonstrated skills adapting to new software challenges
- Helpful, courteous, problem solving team builder able to adjust rapidly to changing situations within a fast paced environment

EMPLOYMENT

Oregon State University, Corvallis, OR Office Specialist II, OCCRI

2015-present

- Office Manager. Coordinate large project meetings and conferences utilizing WebEx and assist with Federal reporting requirements. Organize CIRCulator newsletter utilizing wordpress including article and reference submissions.
- Assist in grant proposal development and submission, including assembling supporting documents, entering into CAYUSE and updating internal tracking documents.
- Maintain listservs and databases of stakeholders and newsletter mailing list. Coordinate CIRCulator newsletter, including article and reference submissions.
- Arrange travel and process all related paperwork for Director, staff and sponsored guests.
- Provide orientation and logistical support for new employees and visitors.
- Provide administrative support to National Oceanic and Atmospheric Administration (NOAA)/Department of Interior (DOI) program manager.
- Responsible for correspondence and responses to requests from state climate office.

University of Arkansas, Fayetteville, AR Administrative Specialist III, Entomology

2004-2015

- Office Manager. Provide independent decision-making, initiative and management for department. Requires a high degree of diplomacy, independent thinking and discretion.
- Hotel and travel arrangements for prospective students, guests, and Entomology conferences. Record faculty meeting minutes.
- Logistical management for Distinguished Alumnus Events and Student-Selected Speakers.
- Interview, hire and supervise work study and hourly students. Responsible for employee evaluations including discipline and reward structure.
- Assist students with registration, enrollment, tuition waivers, grant and scholarship processing. Administer student award packets. Accurate recordkeeping of student files maintaining student advising reporting for University of Arkansas. Insure students are on track for graduation.
- Responsible for maintaining accurate recordkeeping for faculty, staff and students.
- Recruitment, advising and administering all student applications for Entomology Graduate Committee.
- Responsible for curriculum development, program changes, course scheduling and catalog editing.
- Coordinate and process all crucial confidential information between Agricultural, Food and Life Sciences, Agricultural Experiment Station and Agricultural Extension Service.
- Annual Report for Entomology for Agricultural, Food and Life Sciences and Provost's office.

- Process Faculty Service Reviews and Plan of Work for Entomology for AFLS and Provost's office.
- Advanced skills in ISIS (Integrated Student Information System), People Admin and BASIS (Business and Administrative Strategic Information System).
- Webmaster for Department of Entomology. Responsible for annual Entomology newsletter for all constituents.
- Coordinate biennial Entomology Insect Festival with over 3,000 in attendance.
- Purchase supplies, maintain inventory, place textbook adoptions for faculty, and order regalia.
- Manage university vehicles for monthly purchasing accounting, maintenance, vehicle permits and registration.
- Maintain Entomology library including thesis and dissertations utilizing EndNotes.
- Accurate compilation of alumni and past student databases along with calendar scheduling, routine correspondence.
- Responsible for meeting all deadlines for college and university.
- Independently interpret, evaluate and implement all University of Arkansas Policies and Procedures, Board of Trustee Policies, and Academic Policies.
- In addition to these duties I create posters and flyers announcing Fall and Spring Entomology seminars for university newswire and video board.

University of Arkansas, Fayetteville, AR

2003-2004

Administrative Assistant, First-Year Experience

- Office Manager. Responsible for travel and scheduling for all faculty and staff.
- Supervised 25 work study and hourly students.
- Administrative duties for Director included setting up and attending meetings.
- Managed tri-level budget, tracking all expenses and utilizing GJIM, DART, UPS, and FYI Software.
- Processed payroll for 30 hourly employees.
- Personnel functions included coordination of university-wide R.O.C.K Camp, Family Weekend, Convocation, Burger Bash, and F.Y.E. Workshops.

University of Arkansas, Fayetteville, AR

2000-2003

Administrative Assistant, Agricultural Education and Communication Technology

- Office manager. Logistical coordinator for travel, student enrollment, special events, inventory and data analysis.
- Administrative duties included scheduling meetings for faculty and recording meeting minutes.
- Annual Report for dept. for Dean's office, CRIS (USDA Current Research Information System) grant funding and budget tracking.
- Supervised employees and work study students.

University of Arkansas, Fayetteville, AR

1994-2000

Administrative Secretary, Affirmative Action

- Office manager requiring a high degree of confidentiality, discretion, empathy and compassion.
- Scheduling, meeting minutes, budget tracking, data analysis, statistical studies, travel arrangements.
- Developed Affirmative Action database, website, and forms for processing classified and non-classified job listings.
- Responsible for annual reports for OFCCP, EEOC and other federal reporting.
- Verified personnel information for appointments, terminations, change of status, retirement, and minority statistics.
- Processed position announcements for advertising to hire faculty and non-classified personnel.
- Maintained AA webpage for dept. and non-classified job listings.
- Advised and trained university employees regarding rules and regulations during new employee orientation for university.

University of Arkansas, Fayetteville, AR 1994**Administrative Secretary, Vice Chancellor for Government Relations, Director of Affirmative Action**

- Office manager requiring a high degree of confidentiality and diplomacy.
- Calendar and meeting scheduling for two offices, data analysis, travel arrangements, and special projects.

University of Arkansas, Fayetteville, AR 1991-1994**Administrative Secretary, Executive Vice Chancellor**

- Office manager requiring a high degree of confidentiality.
- Responsible for management of four newly reclassified departments under umbrella of Enrollment Services with new Executive Vice Chancellor. Enrollment Services included Admissions, Financial Aid, Registrar and Institutional Research.
- Implemented redesign of new offices including inventory and purchasing of all computer equipment and furniture for these depts.
- Appointment calendar for Executive Vice Chancellor including all travel arrangements.
- Data analysis and training for restructured depts. and executive level reporting projects.

Oregon State University, Corvallis, OR 1985-1990**Office Specialist I, Department of 4-H and Youth Development**

- Secretarial support for 20 plus faculty and staff.
- Statistical Enrollment reporting for government.
- 4-H Japanese Exchange Program coordinator. Developed flyers and brochures in Japanese for constituents.
- Coordinator for Guide Dog for the Blind Program in Oregon.

EDUCATION

- Central Connecticut State University **1975-1977**
- BA English, Southern Utah State University **1977-1979**
- Post Baccalaureate study, Oregon State University **1980-1981**

PROFESSIONAL REFERENCES - additional available upon request

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