

# Pamela G. Fenoff

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- Objective** To obtain and succeed in a position that utilizes and challenges my abilities and that provides me with growth and learning opportunities.
- Summary** Responsible, organized individual with experience in a wide variety of business and service environments... including office administration, bookkeeping, logistics, creating and streamlining processes, website and presentation design, event planning and customer service. Solid and diverse knowledge of MS office, Quickbooks, and several other software programs. Quick learner and an initiative-taker with the ability to adapt to rapidly changing business situations and solve problems quickly and efficiently. Will thrive in an organization that values its employees; fosters independence; and offers growth, change and flexibility.
- Experience**
- Dispatcher** Jul 2018 – Aug 2019  
Harlow's Transportation, Mandan, ND  
*Manage bus driver schedules and assist with route changes, updates and corrections; MPS activities – assigning buses and drivers as necessary; student discipline issues, conduct reports, vehicle and building maintenance reports, maintain driver and office files.*
- School Bus Driver** Nov 2017 – May 2017  
Harlow's Transportation, Bismarck, ND
- Sewing Department Manager** Jul 2016 – Sep 2017  
J&R Vacuum & Sewing Center, Bismarck, ND  
*Manage department work schedule and duties; store layout; inventory control; class schedule; teach classes; maintain / update Facebook page; order machine parts for stock and as needed by technicians, organize / streamline processes within sewing & repair departments.*
- Office Manager / Assistant Director of Development** May 2016 – Jul 2016  
The God's Child Project, Bismarck, ND  
*Manage work schedule and duties for office staff and volunteers; store layout and inventory control; organize / streamline processes; event planning; fund raising; manage volunteer requests, donations and scheduling.*
- Executive Assistant to VP of Medical Staff Services** Nov 2014 – Mar 2016  
CHI St. Alexius Health, Bismarck, ND  
*Manage calendars for CMO, CMIO, CMQO; office supplies / inventory; emergency on call schedules for plastic surgeons and neurologists; outside and CHI surveys to medical staff; personnel files on non-employed medical staff; event planning; monthly medical staff newsletter.*

**Office Manager** Mar 2009 – Jun 2014  
Krieger Solutions, Duanesburg, NY  
*Manage office; vendor contracts; customer / client databases; website and Facebook; general organization and streamlining. Assist in grant writing and trade shows. Create presentations, brochures, newsletters and surveys.*

**Office Manager** Sep 2009 – Nov 2010  
Tech Home Electric, Delanson, NY  
*Manage office, inventory, filing system, bookkeeping, client requests and bids.*

**Executive Assistant to the ED / Office Manager** Nov 2005 – Sep 2007  
Schenectady Community Action Program  
*Manage office; schedule and arrangements of BOD meetings; supply inventory; administrative filing system; contracts; computer system; on boarding of new employees. Supervise receptionist and triage coordinator. Provide assistance to five directors. Create annual business report, newsletters, presentations. Manage / maintain coordination of personnel, systems and office functions (plumbing, parking lot, utilities, pest control and assist with construction renovations).*

**Substitute Teacher (part time)** Sep 2002 – May 2005  
Butler MO & Adrian MO Schools

**Office Manager / Bookkeeper (part time)** Apr 2003 – May 2005  
Cumpton Farms, Adrian MO

**Customer Service Rep / Computer Operator (part time)** Sep 2002 – May 2005  
Hertzog Auction Center & Mo-Kan Livestock Market, Greenwood/Passaic, MO

**Customer Service Rep (through Kelly Services)** Mar – May 2001  
Hallmark Business Greetings, Kansas City, MO

**Aventis Pharmaceuticals (formerly Hoechst Marion Roussel / Marion Merrell Dow / Marion Labs)**

**Senior Administrative Assistant** 1998 – 2001  
*Administrative support for 54 associates, two managers and VP of IT. Project Management - Omni Project Plan (MS project) – approx. 500 tasks over 15-months. Maintained two intranet websites – organization structure and ongoing projects for four North American offices). Managed leasing arrangements, scheduling of twenty-seven corporate apartments and twenty corporate vehicles.*

**Administrative Assistant** 1996 – 1998  
*Administrative support for pre-clinical research department - two managers and 34 associates.*

**Information Systems Associate (through Kelly Services)** 1995 – 1996  
*Managed Preset Team for publishing department during preparation of two FDA drug submissions (approx. 200,000 pages of documentation). Focus was to review documentation and make any necessary conversions or formatting changes prior to final preparation for submission.*