

Linda S. Yates
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Experience

Lebanon Special School District ("LSSD") August 2014 to Present

Substitute Teacher

Capital Safety Services Dec. 2008 to February 2013

Director of Operations and Training

Capital Safety Services was a veteran-owned business that provided consulting and OSHA training for construction and the general industry. With my husband, we began the business in 2005, and I performed office duties on a part-time basis until its sale in 2013 to an associate, who continues to run a successful business.

- Prepared mailings and daily/weekly reports for clients.
- Maintained training schedule and reservations.
- Organized travel and hotel reservations.
- Managed company website.
- Processed accounts receivable/payable and prepared tax filings.
- Supervised staff and payroll. We employed both part-time employees who performed safety inspections for clients, and three to four full-time employees who worked as Safety Directors on local construction projects.

UHY Advisors NY, Inc., Albany, NY May 1989 to Dec. 2008

Executive Assistant

- Provided support to the CEO, partners, and the Tax Department.
- Extensive client contact and maintenance of confidential files.
- Prepared correspondence, proposals, reports, and presentations; coordination of mailings and marketing pieces.
- Scheduled appointments, meetings, and made travel arrangements.
- Utilized the practice management system (AS400 & Elite), including the due date monitor program. Trained/assisted staff in all offices; monitored due date filings and reports.
- Prepared annual tax forms for over 50 clients, and administrative functions on ProSystem (tax software), including preparation and mailing of tax organizers.

Professional Affiliations

- *President* of the Associates of Vietnam Veterans of America, Inc. (Chapter 1004—Lebanon, TN). *Webmaster* Chapter 1004 and TN State Council VVA websites. Serve on the Website Committee for National AVVA.
- *Member* of the International Association of Administrative Professionals ("IAAP")
- *Life Member* of the Ladies' Auxiliary to the Columbia County Volunteer Firefighters' Associations (NY).