

MELINDA J. BARHAM

Certainty LLC

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Professional Profile

Ten years of progressive experience as an Executive Assistant and Office Manager assisting management at all levels, with focused experience at the executive level. Accomplished in facilities management, office operations, sales administration, accounting, purchasing, vendor relations and marketing. Professional, dependable, honest and extremely organized with an attention to detail attitude.

- **Executive**
Excellent verbal, written and interpersonal communication skills. Able to work under pressure and succeed in fast paced environments. Trustworthy and able to exercise discretion with confidential and proprietary information. Proficient in organizing appointments, maintaining hectic schedules and making travel arrangements. Experienced in representing management at meetings, chairing committees and exercising sound judgment in communicating corporate strategy. Accomplished in planning successful company events including business meetings at all levels, corporate functions and trade shows. Skilled in planning, developing and coordinating multiple projects. Able to develop productive relationships with customers, vendors, employees and management at all levels.
- **Administrative**
Proficient in common computer applications (Word, Excel, Outlook, PowerPoint, Visio and Project), CRM programs (GoldMine, Salesforce.com) and internet applications. Working knowledge of modern office equipment including fax machines, copiers, printers, scanners, multi-line telephone systems, postage machines and security systems. Able to type 65 WPM and ten-key by touch. Experienced in coordinating web cast presentations and telephone conferencing. Accomplished in composing and proofreading business correspondence using proper grammar, spelling and punctuation. Able to perform basic accounting functions including A/P, A/R and expense reports. Excellent office management, sales administration and customer service skills.

Experience

Certainty LLC Kent, WA July 2005 to Present

Owner and Virtual Assistant

Provide full and part-time virtual assistant consulting and contracting services to a variety of clients.

Advanced Interactive Systems Tukwila, WA July 2002 to July 2005

Executive Assistant

Assist the Executive Vice President and other senior-level executives with duties such as arranging travel, organizing appointments and maintaining schedules. Write, edit, proofread, and publish executive agendas, meeting minutes, reports, correspondence, and presentations. Develop and implement corporate policy and procedures. Lead special projects and research supporting division goals. Maintain budgets, revenue and sales forecasts. Process expense reports and complete purchase requisitions. Provide sales administration including preparing quotes, arranging demonstrations, processing leads, completing warranty contracts, taking orders and customer service. Work with customers to locate grants and lease options as alternative funding sources. Assist with tradeshow arrangements, marketing campaigns and communications.

Office Manager

Managed the efficient operation and control of two office buildings, clerical personnel, administrative activities and events that contributed to the orderly conduct of the company's business in a fast-paced, high-security environment. Duties included supervising office staff of three, facility management, ordering office supplies, business services and employee uniforms, preparing weekly corporate management reports and other correspondence. Coordinated monthly safety meetings and weekly security meetings, created employee photo badges, and managed electronic building security systems.

Pacific North Equipment Company Kent, WA May 1998 to July 2002
Office Manager

Assisted Executive level management with organizing schedules, travel arrangements, presentations, reports and other business correspondence. Supervised office staff of three, coordinated building and office machine maintenance, accounts payable, accounts receivable, employee orientations, payroll, petty cash/check book. Managed administrative department budget, coordinated regularly scheduled meetings, provided sales administration and coordinated company events.

N C Machinery Company Tukwila, WA October 1996 to May 1998
Administrative Assistant

Assisted department managers with preparing correspondence, reports and presentations. Responsible for accounts payable, cash receivables and daily bank deposits. Sales administration duties included processing customer orders, resolving customer issues and telephone support.

Kelleher Corporation Auburn, WA August 1995 to June 1996
Office Manager

Managed the efficient operation of the office and provided assistance to the Branch Manager. Prepared correspondence, processed employee records, benefits and payroll, accounts payable, sales/customer service support and inventory control.

Henry Bacon Building Materials Kent, WA July 1989-August 1995
Purchasing/Pricing Coordinator

Recipient of employee of the quarter and sales support awards. Purchased retail merchandise, implemented pricing programs, coordinated physical inventories, shipping and receiving, maintained retail floor, organized warehouse and set ads.

Education

Renton Technical College, Renton, Washington, 1993 General business courses
Bellevue Community College, Bellevue, Washington, 1991-92 General business courses
Hazen High School, Renton, Washington, 1991 Diploma

Certifications

State of Washington Notary Public valid through December 2006

Personal Interests

Pianist, 25 years
Scrap booking
Sports: softball, water-skiing, snow-skiing