

Marilyn Hawes Wilkins

147 White Oak Road • Spartanburg, SC 29301 • Tel: (864) 587-4897 Cell: (864) 357-0136
E-Mail: mhawes1@hotmail.com

QUALIFICATIONS/ ADVANCED SKILLS

- Strong analytical customer service skills
- Proficient computer skills with Microsoft Office (Outlook, Word, Excel, PowerPoint, Publisher, Access); Windows Movie Maker; MARS (Manufacturing Access Reporting System); AS400; ETS 4.0/5.0; Dictation/Transcription and operation of various office machinery.
- Type: 74 wpm Data Entry: Numerical - 11788 Alpha Numerical - 8901
- Website Design – Front End:
HTML, DHTML, CSS, XML, JavaScript, JAVA
Macromedia Fireworks, Macromedia Flash, Macromedia Dreamweaver,
Adobe Illustrator 8.0, Adobe PhotoDeluxe 3.1, Adobe Acrobat, Adobe PhotoShop 6.0, JASC 7.0 and
Adobe After Effects 4.0
- Time management and organizational skills

VOLUNTEER/ ADDITIONAL:

2013 – Present	Interim/Corresponding Secretary for North Enoree E&M Baptist Association
2011 – Present	Secretary for North Enoree Sunday Church School Congress Auxiliary
2011 – Present	Assistant Secretary for North Enoree Ministers Wives and Widows Auxiliary
2011 – 2012	Instructor-Basic Computer Class for North Enoree Sunday Church School Congress during Yearly Study Course Sessions.
2010 – Present	Mountain View Missionary Baptist Church, Campobello SC <ul style="list-style-type: none">- Vice President of Women's Missionary Ministry- Secretary for Youth Ministry- Create and Furnish Weekly Worship and Annual Service Bulletins- Create/Assist with Gospel Plays for church Youth/Black History/Christmas Programs
2004-2006	Invited to be a Speaker for Displaced Workers Program-Spartanburg Technical College

EDUCATION

Present	*Preparing through Self-Study for the CIW Site Designer Certification (CIWP)
2004	Spartanburg Technical College , Spartanburg, SC Certificate, <i>Website Design</i> (<i>E-Commerce, Internet Programming/Operations/Management, Advanced Tools, Website Design</i>)
1993	Spartanburg Technical College , Spartanburg, SC Certificate, <i>Secretarial Excellence & Teambuilding Strategies/Skills</i>
1987	Rutledge College , Spartanburg, SC Diploma, <i>Word Processing</i>
1978 (Dec)	Spartanburg Technical College , Spartanburg, SC Certificate, <i>Clerk-Typist</i>
1978	Spartanburg High School , Spartanburg, SC Diploma

EXPERIENCE

- 2004 - Present Spartanburg, SC
Contract Freelance Website Designer
Analyze, develop, design, create, re-design and update websites using various programming and design methods.
- 2010- Present Spartanburg, SC
Contract/Freelance Administrative Assistant Specialist
Linton Consulting, Inc., Greenville, SC
- Provide administrative, marketing and research support for Linton Consulting, Inc. transcribing and research.
- Sept 2007 – Dec 2008 CH2M HILL, Spartanburg SC
Administrative Assistant III – Corporate Marketing & Communications
- Provided administrative support for Strategic View and Business Intelligence functions and for other Strategic View activities, including assisting in identification of customer contacts, arranging and scheduling interviews, analysis, presentations, and documentation. Maintained client contact database. Performed and oversaw transcribing and interview documentation. Researched pertinent information and maintained files. Transcribed marketing, Strategic View and Business Intelligence material. Assisted in the preparation, and editing of videos for the Strategic View CD and distribution to designated industry clients and companies.
 - Worked on marketing efforts for the Business Development and Strategic View departments, including other Business Intelligence projects. As time allowed, supported other Business Intelligence functions and projects, including competitor analysis, market comparison data, branding, competitor profiles and strategic planning activities. Maintained Ratings & Reports files used for strategic purposes. Prepared expense reports, presentations, and handled other administrative duties.
- Feb 2007 – Sept 2007 HKA Inc., Temporary Services, Duncan, SC, *CH2M HILL Lockwood Greene*
Administrative Assistant/Marketing – 02/07-09/21/07
- Contracted to work on marketing efforts including Strategic View, other Business Intelligence projects and administrative duties as assigned.
- Feb 2004 – Jan 2007 **Temporary Administrative Positions, Spartanburg, SC**
FGP International Inc. Temporary Services, Greenville, SC
Receptionist - City of Spartanburg-Inspections, 10/06-01/07
- Processed permits and credit card authorizations, created spreadsheets and handled other duties as assigned.
- Clerical Assistant - Upward Unlimited, Spartanburg, SC 8/06-09/06**
- Scanned and set up files in computer system.
- HKA Inc., Temporary Services, Duncan, SC,
Administrative Assistant - CH2M HILL Lockwood Greene, 5/06-7/06
- Transcribed the company's yearly U.S. and International Strategic Interview Guide Questionnaires and managed other duties as assigned.
- Staffmark Inc. Temporary Services, Spartanburg, SC
Word Processor - Invista, Inc. (formerly KoSa) 02/04-04/06
- Prepared training packets, manuals, procedures (to ISO standards), system operations diagrams and drawings, correspondence, spreadsheets and PowerPoint presentations. Entered training data [MARS], maintained issue log and created procedural tests.
- Aug 2003 – Aug 2004 **Full-Time Student – Web Page Design**
Spartanburg Technical College-BMW Site, Duncan SC
- Attended classes as a full-time student while working full-time temporary.

Administrative Assistant-Production Planning Department

Sept 1997 – May 2003

Leigh Fibers, Inc., Wellford, SC

- Entered daily production data [AS400]. Prepared daily schedule, mix sheets, reports, and staff correspondence. Reconciled and maintained daily inventory providing monthly and yearly ISO audit data.
- Prepared, verified, issued and maintained daily, weekly and monthly DuPont reports and billings. Approved invoices and processed outgoing sample material.

Temporary-Parish Secretary/Bookkeeper/Secretary/Office Assistant

Sept 1996 – Aug 1997

St. John's Lutheran Church

- Prepared worship bulletins, newsletters, vouchers, correspondence and acknowledgements. Supervised volunteers and scheduled service lectors. Prepared invoices and staff reimbursements. Entered and maintained congregational attendance, donations, honors and memorials.

Spartanburg Regional Medical Ctr.

- Prepared new and existing patient charts and patient physical exams. Documented vitals, scheduled appointments and requested lab results.

Marilyn's

- Contracted to reorganize customer files for twenty states. Entered data and prepared daily invoices.

Secretary-Social Services Department

Nov 1995 – Aug 1996

Mary Black Memorial Hospital, Spartanburg, SC

- Improved patient referral process by 75% through new collection and collating system. Created new form for patient chart sign-outs.
- Implemented improvement for the data/graph monthly reports.
- Prepared and distributed weekly nursing home letter, patient information for transfers and prospective placement. Updated and maintained Patient Nursing Home book.

Temporary Clerical Positions

Feb 1994 – Nov 1995

Flagstar Corp

- Prepared progress reports, purchase orders and subcontracts. Maintained manuals and prepared flow charts.

Long Mile Rubber Co. / Spartanburg Steel

- Checked references, scheduled employee interviews and physicals.

SRMC

- Posted time and attendance. Prepared payroll and maintained personnel forms and reports. Scheduled appointments and meetings for executives.

Administrative Specialist

Dec 1987 – Dec 1993

Spartanburg Technical College, Spartanburg, SC

- Scheduled college vehicles and room reservations. Prepared work orders, issued room and equipment keys, entered and maintained all HVAC schedules. Prepared, entered and maintained all equipment inventory, departmental hazardous communication data, and provided clerical support to Shipping & Receiving and Office of Public Safety. Implemented the transfer of manual equipment inventory to computerized system.

Secretary - College Work Study Program

1986 - 1987

South Carolina School for the Deaf and the Blind (SCSDB), Spartanburg, SC

- Updated student files and assisted with preparing records for microfilming. Typed and filed student assessment results. Attended weekly departmental in-house sign language classes for adequate student interaction.