

Susan Kay Osredker
PO BOX 402
West Fork, AR 72774
(479) 839-3180
Work # (479) 575-2451

Education

1975-77 Central Connecticut State University
1977-79 Southern Utah University, BA English
1980-81 Oregon State University, Post Baccalaureate

Employment

2004-present **University of Arkansas, Fayetteville, Arkansas**
Administrative Specialist, Entomology:
Manage departmental office, calendars, and files. Department receptionist, maintain graduate student and prospective applicant files, submit graduate tuition waivers. Proficient in ISIS and BASIS. Purchase supplies and maintain inventory, textbook adoptions, and regalia. Manage university vehicle pools, vehicle insurance and parking tags. Webmaster for department, produce Entomology newsletter, cataloguing reprints in EndNotes, maintain Entomology library. Coordinate hotel and other arrangements for guest seminars. Develop flyers and maintain alumni database.

2003-2004 **University of Arkansas, Fayetteville, Arkansas**
Administrative Assistant, First Year Experience:
Manage departmental office; coordinate travel and scheduling. Perform administrative duties for Director; set up and attend meetings, budget tracking; including GJIM, DART, UPS, FYI Software, requisitions, and payroll for 30 hourly employees. Perform personnel functions and assist with coordination of R.O.C.K Camp, Family Weekend, Convocation and Burger Bash, and F.Y.E. Workshops.

2000-2003 **University of Arkansas, Fayetteville, Arkansas**
Administrative Assistant, Agricultural and Extension Education:
Manage departmental office; ordering supplies, coordinate travel, and scheduling. Perform administrative duties for the Department Head; set up meetings, budget tracking, data analysis, statistical studies and special projects. Perform personnel functions (supervises Secretary II, coordinates work study program) and assist with coordination of special events.

1994-2000 **University of Arkansas, Fayetteville, Arkansas**
Administrative Secretary, Affirmative Action: Receptionist, scheduling, set up meetings, budget tracking, data analysis, statistical studies, travel arrangements, and special projects. Maintains affirmative action recruitment statistics to produce annual reports for OFCCP, EEOC and other federal reporting as required. Checks personnel information on university databases for appointments, terminations, change of status, retirement, and minority statistics. Process position announcements for advertising through completion of affirmative action procedures to hire

faculty and other non-classified personnel. Requires high degree of confidentiality. Maintain university homepage for non-classified job listings.

- 1994 **University of Arkansas, Fayetteville, Arkansas**
Administrative Secretary, Vice Chancellor for Government Relations,
Director of Affirmative Action: Receptionist, scheduling, set up
meetings, budget tracking, data analysis, statistical studies, travel
arrangements, and special projects.
- 1992-94 **University of Arkansas, Fayetteville, Arkansas**
Administrative Secretary, Executive Vice Chancellor:
Receptionist, scheduling, set up meetings, budget tracking, data analysis,
statistical studies, travel arrangements, and special projects.
- 1985-90 **Oregon State University, Corvallis, Oregon**
Office Specialist I, Department of 4-H and Youth Development:
Secretarial support for 17-20 staff members, compilation of 4-H Annual
Enrollment Report, the ES-237 Enrollment Report upon which federal
funding is based, the 4-H Japanese Exchange Program, Guide Dog for
the Blind Program and department mailing list databases. Designed
pamphlets using desktop publishing for 4-H programs.

Skills

- Computer: Word Perfect, Word, Excel, Microsoft Office, Outlook,
Powerpoint, Pagemaker, InDesign, Publisher, End Notes.
- Other: 10 Key Calculator, Fax, Transcriber, Dictaphone, Multi-line phone
system, grammar and spelling, editing, typing speed 65 wpm.

References:

Dr. Robert N. Wiedenmann, Professor and Head
Entomology
AGRI 319
University of Arkansas
Fayetteville, AR 72701
Phone: 575-2476
rwieden@uark.edu

Vicky Watkins, Dept. Office Manager
Agricultural and Extension Education
AGRI 205
University of Arkansas
Fayetteville, AR 72701
PH: 575-7123 or 2035
vwhittl@uark.edu

Dr. Don Herring, retired
15047 Park Ridge Drive
Fayetteville, AR 72745
PH: 927-3448
(Professor and Department Head)
(Agricultural and Extension Education)
(University of Arkansas)
dherring31@cox.net

Marcia Overby, Assoc. for Admin.
ADMN 425
University of Arkansas
Fayetteville, AR 72701
PH: 575-4149
moverby@uark.edu