

Key Personnel – Anastacia Sullivan



Anastacia Sullivan

775-762-0651

AAS@RailroadIndustries.com

Experience

<i>Railroad Industries Incorporated</i> , Reno, Nevada	2004-Present
Business Manager	2005-Present
Administrative Manager	2004-2005

Railroad Industries is a worldwide management-consulting firm that specializes in transportation and physical distribution. As Business Manager, Ms. Sullivan is a highly motivated business professional handling all aspects of administration in the company. With a strong background in Accounting, Human Resources, Marketing, Technology, Contract Management, Technical Writing, Purchasing, and Executive Level Administration, Ms. Sullivan coordinates each of these departments to maximize results. She also assists on project coordination, report writing, planning, and quality assurance.

As Administration Manager, Ms. Sullivan utilized a high level of technology skills to coordinate the communications and processes between all departments and ensure maximum return on investment and optimize the administrative aspects of Client Services – communications, accounts and billing, product presentation, information technology and organization.

<i>Realtopia Worldwide</i> , Executive Assistant to CEO Reno, Nevada	2003-2004
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For this Real Estate Investment and Education Company, Ms. Sullivan earned trust and proved her skills to advance quickly and take on a diverse array of projects and responsibilities. She not only handled the confidential plans of the CEO, including legal research, document creation and management, and travel coordination, meetings, schedules and special event planning, she served as the Office Manager for central communications, property management, supplies and utilities, library management, and licenses and government compliance; Human Resources Manager handling recruitment, pre-hire screening and testing, training and orientations, payroll, benefits administration and research, confidential documentation and government compliance, wage comparison research, labor contract interpretation, grievances and disciplinary, and employee evaluations; Technical Writing and Research including proofing, content development and collaboration, contract drafting and interpretation, forms design, writing and presenting instructional materials at Realtopia University, and internet and document archive and database research; Accounting, handling all Accounts Receivable, bank and credit accounts, Accounts Payable, budgets and reporting; Marketing including serving on the Website committee for layout design and content development, target client research and market development, customer service and sales tracking, and marketing materials development; Purchasing and Logistics including RFP and

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bid requests, Vendor relations, researched new products, product descriptions and database development, vendor performance tracking, new vendor research and cost to service analysis, Time-in-Transit and cost tracking, and contract and price negotiations. Ms. Sullivan developed and implemented all administrative Policies and Procedures, job descriptions, and departmental organization for the above departments.

Macklanburg Duncan Building Products, Traffic Analyst
Oklahoma City, Oklahoma

2001-2003

Ms. Sullivan handled most of the shipment issues for this major manufacturing company. From initial shipment billing, shipping and receiving traffic, carrier contracting, price negotiations, and RFP's and bid requests, to return authorizations, shipment tracking and claims processing, time-in-transit and loss and damage tracking for analysis, Ms. Sullivan was in a position to fully research the chain of custody for each shipment and determine carrier, customer, or shipper liability. Claims revenue increased 45% over her two years of Claims processing, invoicing, collections, and follow through. She was heavily involved with the Credit and Customer Service departments, and she wrote and implemented the Return Procedures that reduced loss and increased efficiency and accountability.

Adecco Employment, Administrative Assistant
Oklahoma City, Oklahoma
Reno, Nevada

January-October 2001
1998-2001

In Oklahoma City, Ms. Sullivan served in 3 administrative assignments as she screened for the right company to work for, including purchasing, inventory, credit, sales, and receipts for a retail store, Executive Secretary for 2 Vice Presidents of an oil pump manufacturing company in the International Marketing department, and 3 months at Macklanburg Duncan. Projects included presentations, international shipping and communications, travel arrangements, and coordinating staff between several countries.

In Reno, NV, Ms. Sullivan worked mainly at the Reno Fire Department across several departments including Fire Prevention including permits, fire investigation reports, environmental assessments, complaints, fees and compliance; Inventory control and tracking; Administrative Secretary in support of Senior Staff, and especially all Payroll and Human Resources for the Departments 130 employees. She maintained all confidential employee records, tracked all employee hours and comprehensive benefits, physical and training schedules, grievances following 5 different labor contracts, processed all checks, terminations, and served as liaison between H/R, Risk Management, Civil Service and Payroll at City Hall and Fire Department employees. Ms. Sullivan designed and presented the annual Community Public Information Tour for administration and helped plan City-wide special events. She also tracked the hours and costs to meet compliance for the City's Emergency management grant.

University of Nevada, Laboratory Technician
Reno, Nevada

1995-1997

Ms. Sullivan worked in the Historical Archaeology lab sorting, labeling, data entry, analyzing, documenting, and reporting on artifacts collected in the field. She also maintained strict records of all procedures and maintained laboratory inventory. This work study contributed to her social science major learning.

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Truckee Meadows Community College, Writing Consultant
Reno, Nevada

1993-1996

In the college's Writing Center, Ms. Sullivan coached and trained student in all levels of writing, content development and collaboration, for all modes of writing and text – persuasive, descriptive, argumentative, legal, research reporting, prose and poetry, slogans and headlines. She consulted on proper citations, target audience, basic proofing, and curriculum requirements. She also created and maintained the tracking and scheduling system for the busy writing and tutoring center, trained new consultants, and assessed textbook levels.

Education

Associate of Arts, Truckee Meadows Community College
Graduated with 4.00 GPA, Honors, and Phi Theta Kappa

1993-1995

4 Years toward Bachelor of Arts Degree, University of Nevada, Reno
Majors: Anthropology and Social Psychology
Minors: Ethnic Studies, Gender Studies, and Religious Studies
Additional emphases in Education and International Politics

1995-2000

Other Training

Leadership Management

2003

Real Estate Investment course and seminar

2003

Quickbooks Training course

2004

Microsoft Training seminar – Project Manager and DSN

2004

Nevada DOT Small Business Management Program by Business Innovations Plus

2005

Best Practices for Small Business Accounting

Doing Business with Banking Industry, State, Local, and Federal Agencies

Nevada Labor Laws, Lien Laws, EEO, and Safety

Plans and Specifications Instruction

Awards

1995 – Inducted into Phi Theta Kappa Honor Society for 2-year college

1995 – Inducted into Phi Kappa Phi Honor Society for 4 year college

1996 – Inducted into Golden Key National Honor Society

1996 – Received the Wilbur D. May Scholarship award at UNR

1996 – Received the Fleischmann Scholarship at UNR

1997 – Inducted into the Alpha Sigma Lambda Honor Society for non-traditional students

2003 – Received the Exemplary Initiative Award – Realtopia University

2005-Present Operation Lifesaver Presenter