

Stephanie Byng

Tucson, AZ 85748

Cell: 928-830-5660

Byng.Stephanie@gmail.com

<http://www.linkedin.com/in/stephaniebyng>

Results Driven Administrative Assistant

Profile

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Education

Northern Arizona University – Flagstaff, AZ

Bachelor of Science, magna cum laude in Psychology, May 2008

Certification in Speech Language Pathology Assistant, December 2011

Honors: 3.8 GPA, Dean's List, National Dean's List, Psi Chi Honor Society in Psychology, Golden Key International Honor Society, Iota Iota Iota Women's Studies Honor Society

Key Skills

| | | | |
|------------------|---|--|--|
| Office Skills: | Office Management Records Management Database Administration Writing/Editing | Spreadsheets/Reports Project Management Graphics/Web Design Marketing | Event Planning Front-Desk Reception Word Processing Cash Handling |
| Computer Skills: | MS Word MS Excel MS PowerPoint MS Access | MS Outlook MS Publisher Thunderbird Adobe Acrobat | Macromedia Dreamweaver Adobe Photoshop Windows 3.1-7 Mac OSX |

Level 1 Arizona Fingerprint Clearance Card

Experience

Wise Women Web Design

October 2006 to Present

<http://stephaniebyng.com/webdesign.html>

"Working with Stephanie has been a breeze, she is very prompt with communication, performs fantastic work, and gets the job done fast! I am truly impressed with the level of service I have received & plan to work with Stephanie much more in the future."- GoGo Natural Diapers

Highlights:

- Create dynamic, custom websites for non-profit and women-owned/operated businesses.
- Design interactive flash websites.
- Design website and blog templates.
- Update current websites.
- Create promotional and marketing print/web materials such as business cards, flyers, advertisements and more.
- Help clients with domain registration and hosting.

GreenAnswers.com

December 2010-January 2011

Environmental Research Intern

Green Answers a green social question and answer site that promotes environmental education, debate and community. The site is built upon a Q&A format, where people ask and answer environmentally related questions. The internship requires smart, passionate, and environmentally-minded writers to provide answer to green questions being asked on the site.

Highlights:

- Write articulated, fair minded, accurate and well-researched answers to questions on the site.
- Correctly cite sources for each answer.

Simmons College**January 2009-May 2009****Marketing Intern**

"Stephanie has shown herself to be a true professional, well beyond what we expected for a part-time grad student employee. She has a terrific creative flair as well as the requisite technical skills that made our marketing pieces really stand out. She exhibited the appropriate client orientation and took direction well. Stephanie is also a pleasure to work with and a self-starter who turned around everything on -- and in most cases ahead of -- deadline."- *Douglas Eisenhart*

Highlights:

- Created marketing communications including campus bulletin board posters, TV monitor and website announcements, targeted e-mail blasts, hard copy mailings, brochures, and more.
- Shaped a unique corporate vision that branded the College Career Education Center (CEC) and publicized their events to multiple audiences - students, alums, faculty, staff, and employers.
- Created a marketing folio to assist future interns on how to maintain the branding and strategies that I created for the CEC.
- Created and implemented comprehensive social marketing campaign to help keep CEC relevant and visible in today's high tech marketplace.
- Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service.

Northern Arizona University**October 2006-May 2008****Office Assistant**

Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing) as the assistant to the registrar and admissions offices. Coordinated travel arrangements, maintained database and ensured the delivery of premium service to students. Quickly became a trusted assistant known for "can-do" attitude, flexibility and high-quality work.

Highlights:

- Entrusted to manage office in the supervisor's absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official school correspondence.
- Communicated effectively with multiple departments to plan meetings and prepare welcome packages for new graduate students. Established strong relationships to gain support and effectively achieve results.
- Implemented and maintained database of thesis and internship papers, to make checking in/out and policing of papers easier for entire office staff.
- Created and maintained a database of current students, applying students, and future students to track not only contact information, but also paperwork and status.
- Developed comprehensive, training manual that enabled faster ramp-up for newly hired support staff.
- Assisted office staff and faculty with administrative duties such as data entry, faxing, copying, filing, scheduling appointments, procuring office supplies/services, and travel reimbursements.

VOLUNTEER**Psi Chi Honor Society in Psychology****December 2006-January 2008****President**

- Organized a statewide undergraduate research convention for March 2007, which raised several thousand dollars in donations and included over 100 students from all over Arizona.
- Won NAU's Service Learning Award for the 2007 Undergraduate Research Convention.
- Created a graduate school preparation program that included monthly workshops and mock GREs.
- Led diverse, cross-functional teams in the fulfillment of society productivity, quality and objectives.
- Designed and maintained organization website <http://dana.ucc.nau.edu/psichi-p>.

Associated Students for Women's Issues**December 2006-November 2007****Director of Administration and Finance;**

**Purple Ribbon Rape Awareness Campaign
Director (PRC)**

- Selected by membership for PRC assignment that improved community involvement on campus and raised several thousand dollars in donations.
- Organized month-long film festival, several self-defense workshops, and three MARS (Men Against Rape and Sexism) Project workshops on the topics of acquaintance rape, bystander responsibility, and healthy relationships.
- Served as highly-successful organization spokesperson, which generated positive media relations, and garnered coverage in publications, including The Arizona Republic, The Lumberjack, and Inside NAU.
- Responsible for the accounting of \$50,000 budget; Took meeting minutes and attendance; Managed the listserv and all communication with membership.