

WENDY S. EARLY

Office Manager

Ms. Early is the Office Manager for Research Planning, Inc. (RPI). Previous to RPI, she was the Production supervisor for a small environmental firm located in the DC Metro area.

EDUCATION:

Associates in Liberal Arts Degree, University of Hawaii, Maui, HI (1998)

PROFESSIONAL EXPERIENCE:

2000-Present: Research Planning Inc., Columbia, SC.

Office Manager: Create, update, and edit technical documents, update and create billable rates and comp-time excel spreadsheets for accounting, produce mass mailing,

Database Coordinator: Coordinated and managed an Access database of Public Water System (PWS) Operators for a project funded by the Office of Pipeline Safety. Managed and trained personnel who contacted each system to inquire if they had an adequate alternative

Administrative Assistant: Edited reports, located and obtained information and maps for projects, prepared invoices, updated and created billable rates and comp-time spreadsheets, assisted with atlas production, performed and maintained equipment for basic office duties, and trained new administrative assistants.

1995-1999: Quality Control Chemist, C&T Refinery, LLC., Charlotte, NC.

Lead 2nd Shift Chemist in an Organic Chemistry based laboratory for a leading national specialty oil manufacturer. Areas of expertise are NMR, IR, UV, GC, Inductive Coupled Plasma, wet chemistry analysis, troubleshooting, equipment maintenance and the proper disposal of hazardous waste. In addition to the above, I was responsible for training new technicians, data entry, coordinating the needs of my shift, and the customer's assurance of a quality product.

TECHNICAL EXPERTISE:

Hardware: Experience on XP, NT, PC-based platforms, Mac-based platforms, and UNIX.

Software: Expertise Windows XP and NT 2000, Microsoft Windows 95/98 and 2000, Access, Excel, PowerPoint, Word, Adobe Acrobat, Adobe Photoshop 7.0, Adobe Photo draw, Adobe Illustrator, Canvas.