

RESUME
ADMINISTRATIVE ASSISTANT
SECRETARY & BILINGUAL SECTY.

MARY S. LOPEZ

OBJECTIVE:

Seeking a challenging opportunity with a progressive firm where I can use my executive bi-lingual capabilities and advance within the company.

Elliott Business College, Scanlan Bldg. (Now Gulfcoast Business College), Houston, Texas. Attended college one year. Took a secretarial course. Graduated in 1953.

Houston Community College, Houston, Texas
Enrolled in 3/71, and my grade average was A in Math and B in English. I took a refresher's course in Math and in English. A.A. Degree 1976.

University of Houston, Houston, Texas
Enrolled in 1976, and I am still attending it. I am majoring in secondary education in Spanish and minoring in speech. I have 87 college credit hours. This is my third year in college.

WORK EXPERIENCE:

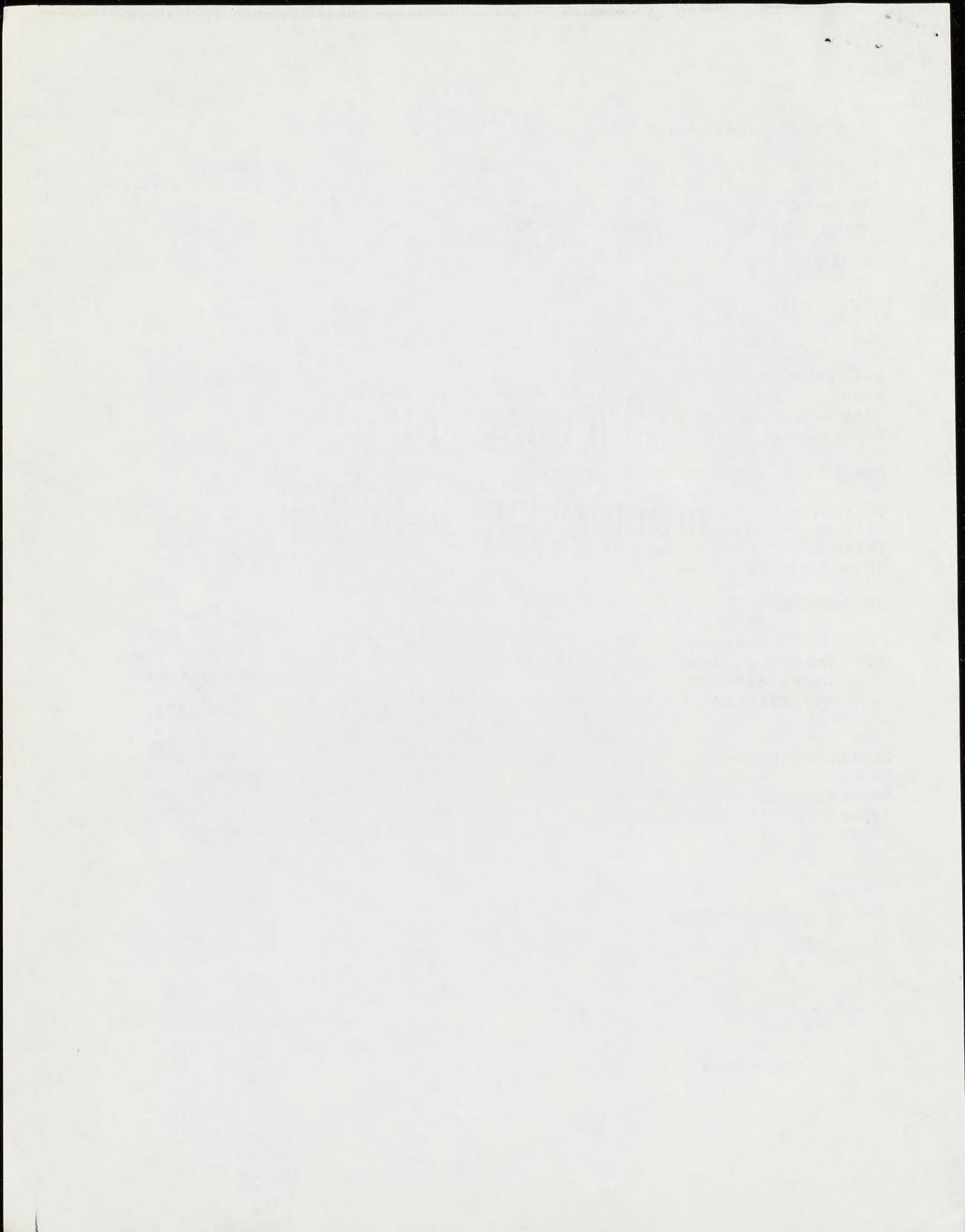
6/5/72 - 1/31/78
The University of Texas at Houston - Center for Demographic & Population
P.O. Box 20586, Houston, Texas - Genetics
Supervisor: W. J. Schull- Sandra Fisbeck

Position & Duties: Administrative Assistant & Administrative Secretary.

He and I opened the Center for Demographic and Population Genetics. I ordered office supplies, furniture, office telephones for all the vacant offices, letterhead, etc. I took care of his flight reservations, appointments, ran the office while he travelled. Took care of the time sheets, and supervised two secretaries. I transcribed 18 to 20 tapes when he was abroad. I translated agreements between Univ. of Texas with Universidad de Chile, 60 or more letters, made long distance calls to Chile or other Latin countries. He had so much confidence in my work that he didn't even read my letters before signing them. I took care of the seminars that were scheduled. Dr. Schull took a position in Japan with the Radiation Effects Research Foundation. I am presently being trained to be a computer programmer on an IBM, system 6, 430. Working for Dr. Schull I also set up his files and his library.

11-16-70 - 5/72
Bovay Engineers, Inc.
5009 Caroline, Houston, Texas 77004
Supervisors: D. G. Donegan, Leo J. Dicianne

Position & Duties: Executive Bilingual Secty. - Receptionist



RESUME, Mary S. Lopez, (continued), page 2

Dictation, typing, answer 8 line call director, heavy dictaphone dictation, Spanish translation of correspondence and specifications. Spanish translation into English, and English into Spanish. Place L.D. calls on WATS line, type letters, reports and specs. Acted as a Hostess and entertained Latin American clients and their wives. Took Spanish and English dictation over the phone from Ambassadors, consuls and Mayors from foreign countries.

9-15-69 - 10-30-70

Mt. Carmel Church
6725 Reed, Houston, Texas 77017
Supervisor: Father P. Nessinger

Position & Duties: Secretary-Receptionist

Dictation, typing, answered 12 line call director, dictaphone dictation, light bookkeeping, bank deposits, screened applicants with the Police Department and did confidential work. I resigned because I had to work on Saturdays or Sundays.

4-1-67 - 8-22-69

Brown & Root, Inc.
4100 Clinton Drive, Houston, Texas
Supervisor: Chief Inspector, Ira Abernathy

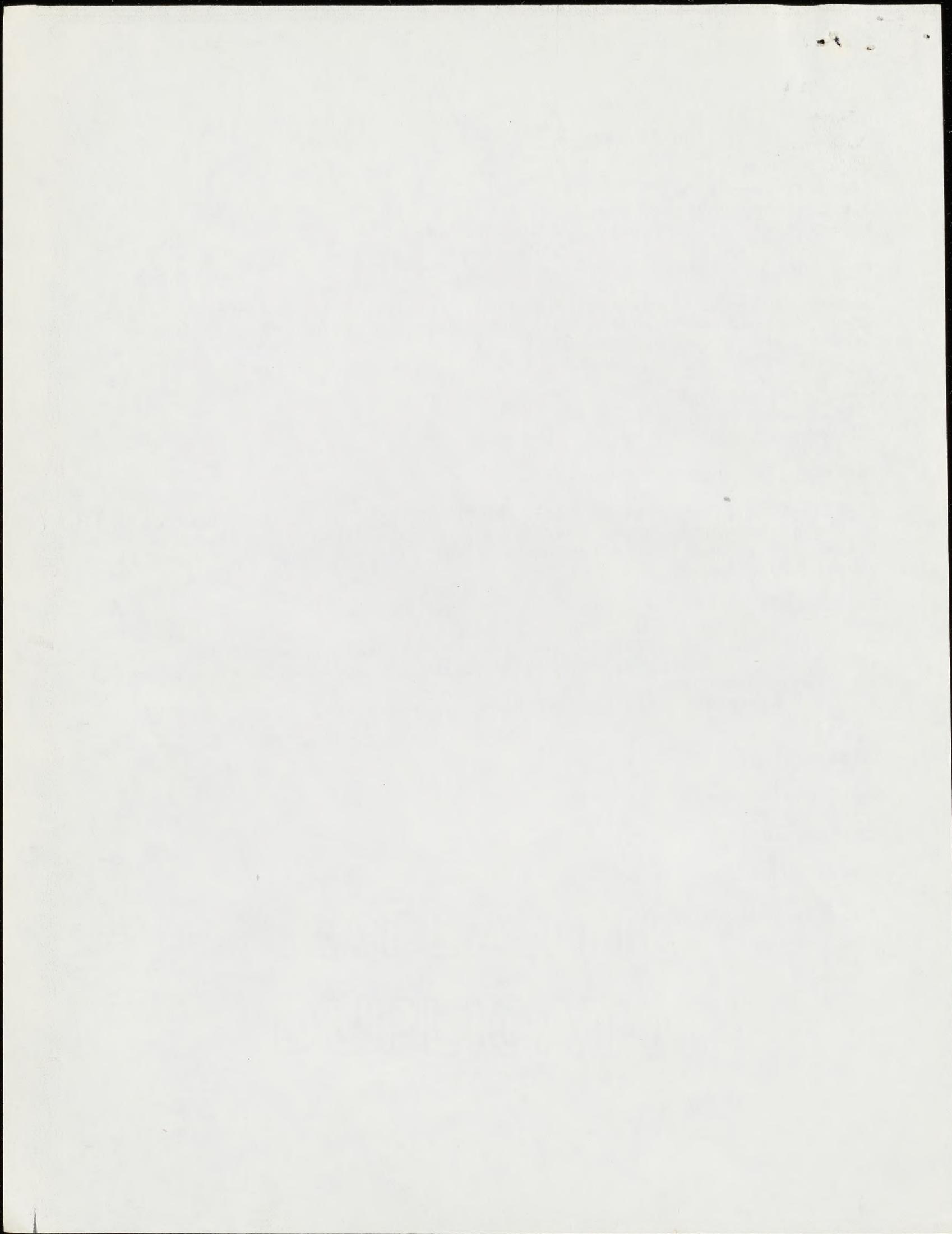
Met Latin American clients and acted as a hostess at Brown & Root's conventions. Worked on Spanish specifications, composed short letters, filing and set up appointments. Took care of time sheets, dictation, typing, answered 18 line call director, dictation from dictaphone, Spanish translation of resumes, forestal laws of some Latin countries, and specifications. Flight reservations, filing, placed long distance calls on WATS line, PBX, NCR posting machine, took care of 15 inspectors in making their time sheets with different job bumbers, that sometimes amounted to 40 times sheets total. Sent their checks to where they were stationed and transferred them from one state to another from my office. Left this employ because the job required transferring.

8-1964 - 3-1967

Supervisor: Father Patrick Flores
St. Joseph's Church
1505 Kane, Houston, Texas

Position: Secretary-Bookkeeper

Dictation in English and Spanish, translation, some bookkeeping, answered phone, typing, filing, bank deposits, confidential work. Priest was transferred.



RESUME, (continued) page 3

6-1957 - 7-1964

European Import Co.

910 Preston, Houston, Texas

Supervisor: E. A. Feusse, Secty.- Treas.

Position: Secretary

Dictation, typing, billing on Friden calculator, copied orders, called freight lines, used adding machines, answered phone, filing, etc.
Left because I was pregnant.

8-1953 - 10-55

Border States Co.

74th & Ave. B, Houston, Texas

Supervisor: Thos. G. Meeks, President

Position: Administrative Assistant-Bookkeeper

Dictation, typing, copied orders, billing, payroll, filled out employer's quarterly tax forms, answered telephone, ordered merchandise, filing, etc. Did the entire payroll for 18 employees. Mr. Meeks closed his business.

REFERENCES:

1. J. E. Antone, 807 Taft, Houston, Texas, telephone 526-1046
2. Howard J. Stafford, Sr., 3714 Dumbarton, Houston, Texas, telephone 668-6552.
3. Roy Elizondo, 1631 Latexo, Houston, Texas, telephone Ov 23022.

CAPABILITIES:

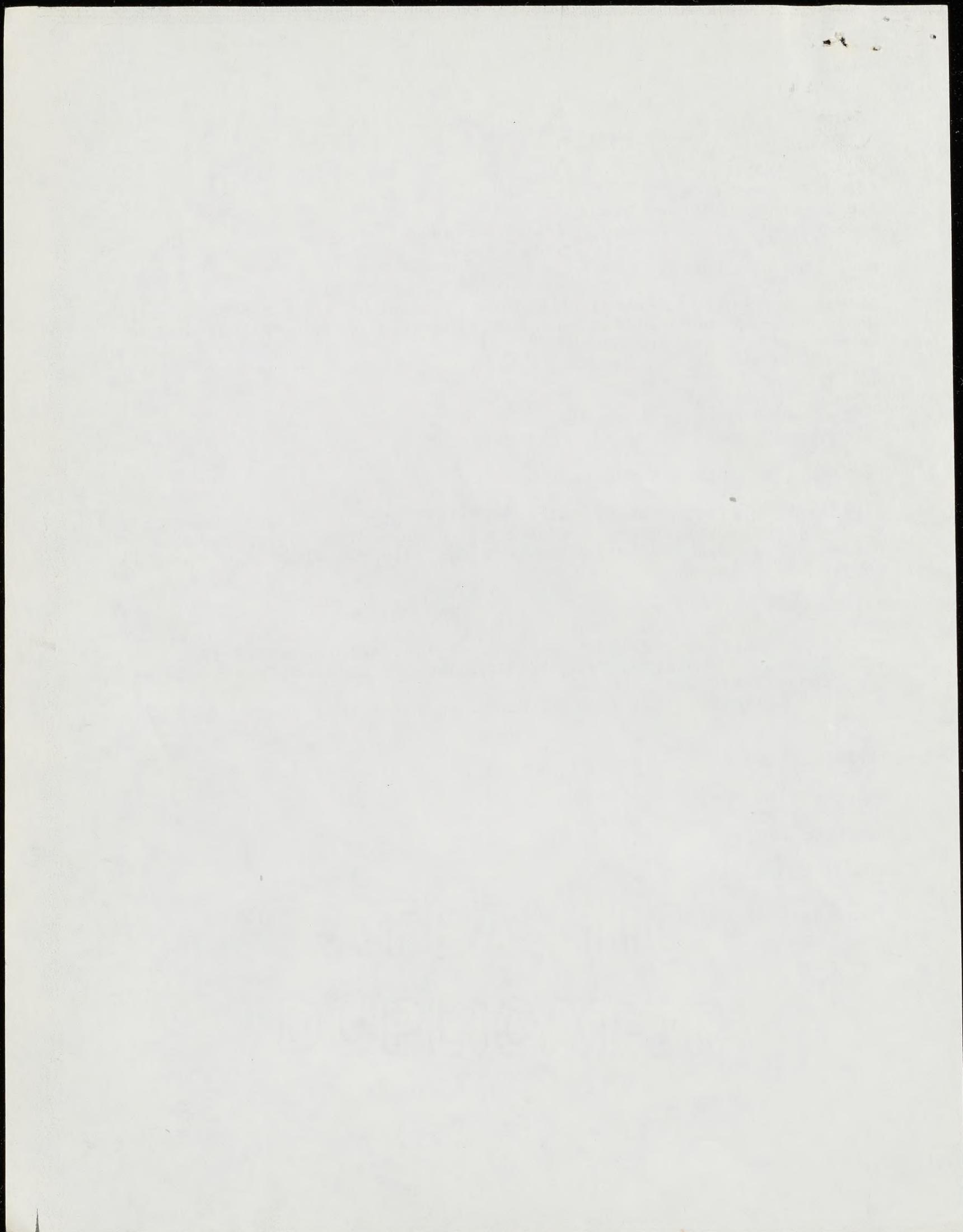
Shorthand 80 wpm.

Typing 82-75

Spelling 100

Jan. 2, 1979

Please read other STde.



RESUME - supplement

2-2-79 Still employed
UTHSC Food Services
6431 Fannin -
MSMB ground floor

Position and duties: Administrative Assistant - Administrative Secretary

This being a new business and since we hadn't made arrangement with the housepeaking department to clean the office daily, I was happy to clean the office daily until we had some help here. Also being the only person in the office I worked during my lunch hour for a whole month. I didn't ask for recompense time. I am quite flexible. I set up the general correspondence files, vendor and the employees files. I figure the employees working hours, make their time sheets and figure out their vacation and sick time. I am extremely busy at this office but I have all the filing system up to date. I handle all PAR's disciplinary action matters, injury reports, payroll vouchers covering LOA, OT and ST time.

Quite often employees have conflicts with one another and they come to me for advice. That is, when my two bosses are not in the office. I smooth things out for them with patience and equanimity. I help plan catering, do purchasing and I do very, very heavy billing on the electric calculator. My billing is very accurate. I also do money runs to the bank with a security officer. I was taught the safe combination and consequently, every morning I open the safe. I verify cash receipts that are brought in by the three cashiers. I also do very confidential work for my boss.

The reason that I am looking for a transfer is because the HSC Food Services will be leased to a private business, weren't for this I would simply stay on for I am very happy working here.

