

# Rebecca L. Turner

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## EMPLOYMENT HISTORY & EXPERIENCE

### ST. PETERSBURG COLLEGE

#### Executive Assistant to the President

#### & Board of Trustees Clerk

August 2022 – Present

- Complete a broad variety of administrative tasks to support the President in effectively leading the college including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Provide sophisticated calendar management for the President. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the President, including those of a highly confidential or critical nature. Research and prioritize before determining the appropriate course of action, referral, or response, exercising judgement to reflect President's style and organization policy. Communicate directly, and on behalf of the President, and responds to emails/texts/phone calls
- Act as a liaison and provide support to the Board of Trustees. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes. Adhere to compliance with applicable rules and regulations set in Florida statutes regarding Board matters.

#### Administrative Coordinator

#### & Board of Trustees Clerk

July 2018 – August 2022

- Provided confidential secretarial and administrative support for the president of the college, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- Gathered, entered, and/or updated data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
- Assisted in the coordination, supervision, and completion of special projects as appropriate.
- Composed and prepared written documentation and correspondence for the president's office; screened and evaluated incoming and outgoing correspondence and prepared responses as appropriate.
- Reviewed, tracked and prepared budgets; maintained records and databases
- Coordinated space and office organization; purchases and managed supplies and equipment
- Prepared and maintained minutes of all meetings of the Board
- Schedules and attends all Board-related meetings, assuring that notification of such meetings is provided and minutes are kept consistent with the Board's rules and procedures

**Executive Administrative Services Specialist  
& Board of Trustees Clerk**

**July 2015 – July 2018**

- Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; adjusting plans
- Arranges college travel and meetings by developing itineraries and agendas; scheduling the flights, booking other transportation; arranging lodging and meeting accommodations.
- Represents the president office by serving as a liaison and welcoming visitors, reviewing correspondence; arranging college events; answering questions and meeting requests directed to the president.
- Monitor several department budgets, create check request, purchase requisitions, ensuring we are budgeting and spending accordingly.

**SCIENCE APPLICATIONS INTERNATIONAL CORPORATION (SAIC)**

**Resource Administrator**

**December 2013 - May 2015**

**Fort Bliss, TX**

Government contracted position with the Army's Comprehensive Soldier and Fitness Training Center (CSF2):

- Secret Clearance
- Conduct Master Resilience Trainer (MRT) Course test administration
- Preparation of TDY and Leave Forms
- Maintain monthly reports and workload trackers for assigned MRT-Performance Expert
- Handled purchase request, create, update, and distributed alert rosters, phone charts, organization diagrams
- Coordinate and schedule official meetings with the United States Army Sergeants Major Academy, Warrior Transition Unit
- Weekly Calendar Scheduling, maintain shared calendars,
- Assisted with creating PowerPoint slides/charts for trainings

**FCI FEDERAL**

**September 2013 - December 2013**

**Government Office Worker (Temporary Position)**

**El Paso, TX**

Contracted position with the U.S. Citizenship and Immigration Services (USCIS) to provide support for the processing of forms and applications used in the adjudication process for citizenship:

- Perform all clerical tasks related to preparing for and conducting Naturalization ceremonies, including the preparation and distribution of Naturalization certificates and the retrieval of documentation from applicants
- Contact applicants to schedule dates and times of interviews and naturalization ceremonies
- File copies of naturalization certificates and notices in the appropriate file

**WASHINGTON VIRTUAL ACADEMIES**

**October 2011 – June 2012**

**Assistant Assessment Coordinator**

- Responsible for budgeting and booking site locations for testing in various locations throughout the entire state of Washington, review facility rental contracts for accuracy, obtain liability insurance certificates
- Traveled to administer state assessments to 3rd-12th grade students throughout the state
- Assisted with inventory of local and state testing materials and department purchases
- Assisted with planning and conducting the required state assessments
- Ensured test security, protocols and reconciliation of test scores

## **SADDLEBROOK RESORT**

**July 2010 – July 2011**

### Executive Administrative Assistant

Provided administrative and operational support to the Executive Chef and the Food and Beverage Director

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- Daily/weekly payroll reconciliation, collect time sheets, submit staff vacation requests, staff schedules, managing team member files, expense reports
- Reviewed payroll forms (gratuity reports, and staff hours) for accuracy and completeness
- Conducted research, compiled data, budgeting, and prepared documents for consideration and presentation by executives, committees and boards of directors
- Inventoried supplies and created purchase orders for equipment and staff needs
- Read and analyzed incoming memos, submissions, and reports to determine their significance and plan their distribution, opened, sorted, and distributed incoming correspondence, including faxes and email

## **UNIVERSITY TESTING CENTER**

**January 2006 – December 2009**

The University of Central Florida, Orlando, FL

### Student Assistant

- Communicated effectively with multiple departments and agencies to ensure accurate testing procedures were performed.
- Handled multifaceted clerical tasks (e.g., data entry, filing, records management)
- Contracted independently to proctor and supervise examinations such as the FTCE, Law school Admissions Test, CLAST, CLEP, Correspondence/ Distance Learning Exams, and Grammar Proficiency Exam, Actuary Exam, and the FLPE
- Advised students on issues such as course selection and progress toward graduation
- Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality, ability to master new concepts; positive work ethic

## **EDUCATION & CERTIFICATIONS**

### **The University of Central Florida**

Bachelor of Science in Finance

### **Certificate in Medical Office Management – CESD Training**

San Diego, CA

- Courses included medical billing and coding, medical terminology, health information specialist, ICD 9 an CPT Coding

Notary Public, Florida