

JUDI H. BASTION, M.A.

6101 Four Oaks Court
Summerfield, NC 27358
336.643.1584 (Home) ~ 336.337.8093 (Cell)
judibastion@gmail.com

ADMINISTRATIVE EXPERIENCE

KEYCORP, Augusta, Maine

Administrative Assistant

- Coordinated reports and related updates with bank officers
- Researched customer issues, account information, and municipal records

DIGITAL EQUIPMENT CORPORATION, Maynard, Massachusetts

Project Specialist, Administrative Assistant

- Managed projects for New Business and Sales Personnel departments
- Completed projects using confidential personnel database
- Worked with software engineer to complete technical manual

LEVI STRAUSS, San Francisco, California

Administrative Assistant

- Provided administrative support to Quality Assurance Manager
- Responded to customer letters and phone calls
- Provided word processing training to distribution center administrative staff

SUMMARY

10+ years' experience as an Administrative Assistant; 5 years' experience in education and 5 years' experience in medical research. Able to identify and meet customer needs and resolve challenges.

Additional skills include:

- Cooperative team member
- Strong communication skills
- Organized
- Time management
- Managing complex projects
- Editing procedures and publications
- Currently enrolled in administrative courses at GTCC
- Microsoft Office (Word, Excel, PowerPoint), Microsoft Outlook, Firefox, Internet Explorer, Face Book, LinkedIn

WORK EXPERIENCE

DUKE UNIVERSITY (Carolinas Cord Blood Bank)

2006 – 2011

Cord Blood Collector / Data Technician Senior

- Edited and verified written procedures; represented site on Procedure Review Committee
- Preceptor/trainer for two new team members
- Created Spreadsheets and Word documents for Team Lead
- Educated and consented 5-25 mother/donors per day about donating their baby's cord blood
- Assessed the specimen and collected cord blood following procedures; performed 230 collections in FY 2010
- Completed donor paperwork following collection, recorded collection results in database. Processed 5-40 donor confidential packets daily

TEACHING EXPERIENCE

2000 – 2006

Greensboro Montessori School, Greensboro, NC

Teacher, CASA (After School) Director

Hampton Leadership Academy, Greensboro, NC

Grade 3 Classroom Teacher

Maranacook Middle School, Readfield, Maine

Teacher Assistant, Special Needs

Readfield Elementary School, Readfield, Maine

Language Arts and Math Teacher

Augusta Public Schools, Augusta, Maine

Substitute Teacher

Bridgton Public Schools, Bridgton, Maine

Student Teacher

- Coordinated staffing and activities for over 250 students in the after school program
- Taught math to 33 students in grades 6-8 during fall semester. Curriculum ranged from basic math skills to algebra
- Provided direct and small group (1-3 students) instruction to middle school students with disabilities (autism, emotional, multiple handicaps)
- Provided tutorial support to groups of 1-5 students
- Developed a script and produced a play with third grade students

EDUCATION

Master of Arts, Arts Administration, Golden Gate University, San Francisco, CA

Bachelor of Science, Theatre; Minor in French, State University College of New York, Oneonta, NY

Certificate, Extended Teacher Education Program, University of Southern Maine, Gorham, Maine

Certificate of Paralegal Studies, Guilford College, Greensboro, NC

PROFESSIONAL CERTIFICATIONS

Career Readiness Certification, Gold Level, State of North Carolina

CPR, American Red Cross

Notary Public, State of North Carolina

COMMUNITY LEADERSHIP

Greensboro Montessori School, *Classroom Volunteer & Substitute teacher*

2007 – present

Reading Connections, Greensboro, NC, *Office Volunteer*

2011 – present

Pine Tree Quilter's Guild, Maine

1991 – 2000

- *Co-Coordinator, Annual Quilt Show (\$100k budget)*
- *Co-Chair, Membership (1600+ guild members)*
- *Area Representative (Board position)*
- *Founding member, ArtQuilts Maine*
- *Chapter treasurer*