

SUSIE BARNES
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Greensboro, NC 27407
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SUMMARY

Administrative professional with experience in multiple facets of office operations. Focused expertise in:

- Office management
- Organization
- Planning
- Communication
- Leadership
- Project coordination

EXPERIENCE

St. Paul the Apostle Catholic Church, Greensboro, NC Jul, 1990 – Oct, 2009

Business Administrator Jun, 2005 – Oct, 2009
Responsible for the business operations of large Catholic Church.

- Supervised three administrative employees and ten volunteers of 4600-member church.
- Managed the administrative budget.
- Negotiated with vendors to purchase or lease office equipment and computer network.
- Handled human resources including personnel records, compensation budget, benefit plans, payroll and annual employee evaluations.
- Served as point of contact to resolve parishioner questions and concerns.

Office Manager Jul, 1998 – Jun, 2005
Responsible for the day to day operations.

- Coordinated the scheduling of events for over 60 parish groups.
- Served as Network Administrator and trainer for 20 XP Pro workstations, Windows 2007 server and Exchange email server. Analyzed hardware and software issues for office equipment, network and phone system.
- Administered benefit plans.
- Managed payroll and related functions.

Administrative Assistant

Jul, 1990 – Jun, 1998

Responsible for clerical support of parish staff.

- Created customized documents and reports.
- Maintained parish database.
- Served as software and technical support for other staff members.

EDUCATION

Business Studies	UNCG	Greensboro, NC	2005
Network Admin Specialists (8.4 CEU)	Guilford College	Greensboro, NC	2001

COMPUTER TECHNOLOGY

A+ Certification	Microsoft Office – Word, Excel, PowerPoint, Publisher, Outlook
QuickBooks	Church Database Software – ACS, PDS

PROFESSIONAL SEMINARS

Employee Performance Evaluations
 Managing Multiple Priorities
 Filing and Records Management
 Business Administration Training - Emory University

CLUBS AND ORGANIZATIONS

National Association of Church Business Administration	Past President
Peace United Church of Christ	Member, Church Leadership Council