

AUDREY DEPASS

HIGHLIGHTS OF QUALIFICATIONS

- 30+ Years of experience in the secretarial Field.
- 20 Years background in Personnel Management.
- Extensive experience in Office Administration.
- Ability to work under pressure.
- Strong communication and negotiable skills.
- Organized, professional, efficient, and reliable.

PROFESSIONAL EXPERIENCE

EXECUTIVE SECRETARY AT FLORIDA ATLANTIC UNIVERSITY SCHOOL OF CRIMINOLOGY

2009-Present

- Responsible for all secretarial work required by the Director and all Faculty.
- Assisting Coordinator of the Undergraduate Program in Scheduling Courses and tracking enrollment.
- Preparation of all Adjuncts and OPS contracts.
- Hire, assign duties and supervise work study students.
- Coordinate Director and Faculty Calendar – Faculty Meetings and scheduling appointments for the Director and Faculty.
- Maintain all office files.

**SENIOR SECRETARY AT FLORIDA ATLANTIC UNIVERSITY SCHOOL OF
CRIMINOLOGY**

2003-2009

**ADMINISTRATIVE ASSISTANT TO THE MAYOR, MEMBERS OF
COUNCIL, DIRECTOR GENERAL AND OFFICE MANAGER (TOWN OF
HAMPSTEAD, MONTREAL CANADA)**

1976-2002

AWARDS

**WINNER OF THE STAFF MEMBER AWARD FOR THE COLLEGE FOR
DESIGN AND SOCIAL INQUIRY**

2010 and 201
