

Linda Machell White

406D Meadow Avenue
Meadow Retirement Community
Colonial Beach, Virginia 22443-1213
(804) 214-5097

My first job was working for MPI – Magnetic Peripherals, Inc. in South Dakota building printed circuit boards, and then, I worked as a Secretary for Test Engineering.

OBJECTIVE: A Task Force Implementer, Facilitator & Executive Assistant. I'm Sitting Here With All This Talent In My Brain And I'm Not Using It. When I Should Be. I Want To Use My Mind. I know what my Leadership Style is I am Task Oriented one who is a Collaborator in Conflict Management Skills. I'm a Facilitator.

I Serve People. Servant Leadership. I am an Administrative Pro. Human Resources Analyst. Project Management. Team player: I do my work like playing Basketball. Basketball Enthusiast. My writing is futuristic. I could teach a class on Customer Service. Inherently, I want to be an important and significant part of an organization. I love helping clients, developing rapport, and making sure they are taken care of. People often comment on my warm, but cool, collected, and professional presence. I am tenacious when it comes to follow through and details rarely slip through my grasp. I am thorough and extremely accurate in the work I do. I love to learn new things and catch on quickly. I enjoy taking on new challenges, but also don't mind doing the little things that help keep an office running smoothly. I have a positive, energetic persona, and enjoy working on a warm team. I am self-motivated when it comes to my personal performance. I enjoy working with a variety of personality types and have no problem developing rapport and working with people who are professional and direct. Unorthodox Research: I never hurt anybody and I don't plan on it. I like to leave things better than I found it. I have an interest in Photography and Aesthetics.

PROFESSIONAL Skill-Set

<u>Experience and Skills</u>	<u>Seasonal / Sports / Retail Sales</u>	Speech Writer
<ul style="list-style-type: none"><input type="checkbox"/> Budgeting<input type="checkbox"/> Business Development<input type="checkbox"/> Collections Specialist<input type="checkbox"/> Complaint Department<input type="checkbox"/> Conference Planning<input type="checkbox"/> Contract Negotiations<input type="checkbox"/> Contract Preparations<input type="checkbox"/> Company Acquisitions<input type="checkbox"/> Desktop Publishing<input type="checkbox"/> Electronic Calendar<input type="checkbox"/> Executive Assistant<input type="checkbox"/> Field Inspections<input type="checkbox"/> Formatting<input type="checkbox"/> Franklin Planner<input type="checkbox"/> Fund Raising<input type="checkbox"/> Imprest Fund<input type="checkbox"/> Interior Design<input type="checkbox"/> Leasing Consultant<input type="checkbox"/> Life Coach<input type="checkbox"/> Management<input type="checkbox"/> Marketing & Sales<input type="checkbox"/> Mary Kay Sales Consultant<input type="checkbox"/> Meeting Planner<input type="checkbox"/> Pilot Programs<input type="checkbox"/> Quality Control<input type="checkbox"/> Research<input type="checkbox"/> Scheduling<input type="checkbox"/> Space Allocation<input type="checkbox"/> Management<input type="checkbox"/> Surveys<input type="checkbox"/> Tracking<input type="checkbox"/> Training Coordinator<input type="checkbox"/> Writing and Editing <p>Administrative Contractor Customer Service Interviewing & Selection of New Staff Human Resources Major On-Boarding Human Resources Assistant Financial Management Payroll Procurement Banking Reconciliation Statistics Advantage Financials Accounts Receivables Accounts Payable Collections Specialist Feasibility Studies Bookkeeping</p>	<p>White Wave Foods Headquarters, Broomfield, CO. Executive Assistant To All Sales Team And Executive Vice Presidents And Vice President Of Category Management. Expense & Travel Reports. Received Merit Award And Standing Novation At Sales Executive Team Awards Ceremony For Creating A Matrix For A Major National HR Recruitment Onboarding. Covered For A Three-Maternity Leave. Test Kitchen Present. 2011</p> <p>CSOBA - Colorado Student Obligation Bond Authority. Executive Administrative Assistant to VP of Marketing & Operations. Pregnancy arranged position so I would have benefits. Sat in her office and organized her messy office so she could find things for nine months.</p> <p>Fujitsu Network Services - Digital Subscriber Lines (DSL) Project. Administrator of Expense and Travel reports. Managed a Travel Pilot Program with United Airlines & American Express Comparison Analysis and Saved the company \$3,000 to \$4,000 in a quarter period. Familiar with the 1996 Telecommunications Act. 1999</p> <p><u>CERTIFICATIONS</u></p> <ul style="list-style-type: none">● Volunteer: Disaster Relief American Red Cross. Santa Cruz, CA. 01/2017● Certified AVID Tutor - Teaching Critical Thinking Skills. Monterey Peninsula Unified School District, CA 08/2015● Client Support Professional - H and R Block Capitola, California 01/2015● Client Support Professional Arise Virtual Solutions Crowdsourcing 09/2013● Medical Assistant, University of California, Davis, Medical School of 1980● Business Lab, Lakenheath Royal A.F.B. Sr. High. Member of the (MUN) Model United Nations International High School, England, United Kingdom, Europe 1977	<p>A Role Model Citizen</p> <p>United Airlines - Cabin Appearance Agent Denver International Airport, CO July 2019 – August 2020 - COVID</p> <p>Maintaining the cleanliness and readiness of the cabin, restocking supplies, and performing essential security checks. Cabin Appearance Agents at United Airlines must complete maintain certifications throughout their employment. Must also have a high school diploma or GED. Maintain certifications throughout employment, and pass an FBI fingerprint background check.</p> <p>Special Project Assignment: Team Building w/Lunch. Providing Reasonable Accommodations. Inside Flight Simulator Cleaning Project During COVID at United Airlines Flight Training Center in Denver, CO 2020</p> <p><u>Government Service</u></p> <p>Durango School District 9R, Colorado Substitute ECE 2022 – COVID</p> <p>U.S. EPA, Region 8 Legal Enforcement Legal Analyst Assistant Contractor. Salaried Grant Recipient (SEE Program) 2018 –19</p> <p>Supported 30-40 Attorneys. Weekly Status Reports. Concur Travel and Expense management reports. Assisted Bankruptcy Attorney on Bankruptcy process.</p> <p>U.S. Secret Service – U.S. Department of Treasury</p> <p>Secretary-Stenographer / Office Manager. I did Audits. I worked a lot of overtime to pay the bills. I set-up their computers. I worked with Honeywell Engineers. Received Full College Scholarship. 1983-1985.</p> <p>U.S. Senator Sam Nunn of Georgia 1985 – 1987</p> <p>Atlanta '88 Host Committee, Inc. Democratic National Convention 1987 – 1988</p> <p>California State Senate – Senate Rules Committee - Senate Office Services 1989 - 1991</p>

Computing Skills

IBM Compatible Word Processing and Spreadsheet Applications Including Lotus Notes. Formatting. Apple Computers MAC, iPhone Platforms, Applications, Door Bell Dining Delivery Applications, Gold Mine, Star, Business Objects, BANNER, JIRA, Advantage Financial, Windows Explorer, Microsoft Office Suites, Microsoft Publisher, Microsoft Project, Microsoft Outlook, Microsoft Word, Microsoft Access, Microsoft Works, Microsoft Outlook, Microsoft PowerPoint, and Microsoft Excel. Basic *Language, Formatting, and Database Management Skills.

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EDUCATION

InfraGard Member, Denver Chapter, 2010, 2011, 2013 - InfraGard is a partnership between the FBI and the private sector. It is an association of persons who represent businesses, Academic Institutions, State and Local Law Enforcement Agencies, and other participants dedicated to sharing information and Intelligence to prevent hostile acts against the U.S.A.

Accepted to the Monterey College of Law only as a Junior from the University of Colorado, Denver because of my writing and Government Background. July 2014 to July 2014 Masters of Legal Studies concurrently Juris Doctorate Degrees. Didn't start. Didn't have funding.

University of Colorado, Denver – English 2012 – 2013, Psi Beta National Honor Society in Psychology, Honor Society Phi Theta Kappa for General Studies Grades.

Rocky Mountain MicroFinance Institute - Exploring Business Ownership, Graduated May 2012

Lakenheath Sr. High, Member of the (MUN) Model United Nations International High School, United Kingdom
Lakenheath Royal AFB 1978

Language: Shorthand for three years.

AWARDS AND COMMUNITY SERVICE AND VOLUNTEER SERVICE

Chef
Sous-Chef

Law School Student Membership – Monterey Bay Aquarium, July 2015 – 2016

Volunteer, Monterey Prayer Breakfast Board Member 2016 – 2017, Embassy Suites, Monterey, County, CA. Featuring Tim Barton of WallBuilders.
Managed Books For Sale. Honorary Board Member included Ken White, Former Mayor of Carmel by the Sea.

PROGRAM ADMINISTRATOR, Servant Leadership Capital Christian Center - Task Force Initiative – Stages Guidance Project - Independent Studies Project: An Education for Families in Transition, based on a book by, On Death and Dying, by Elisabeth Kübler-Ross. STAGES Guidance Project written by my Mentor and Coach – Christine Fazio, Ph.D., Psychologist, MSW, and Child and Family Counselor at Guidance Project, Irvine School District, CA.

I was trained at Napa Valley Unified School District. In Collaboration Toward a State of Esteem by California Task Force to Promote Self-esteem and Personal and Social Responsibility, published for the Task Force by the California Department of Education. I Was Sponsored by Capital Christian Center Singles Ministry. Accountable To Capital Counseling Center - 1989 - 1996 (7 Years).
Simultaneously and Concurrently, I worked for the California Legislature at the same time.

It's where I learned to do my business Wrap It Up Incentives! – The Treatment Plan! – There Are Benefits! - To The Way You Treat People!

FACILITATOR: Grief Recovery Workshops for Kids and Teens (i.e. divorce, transition, coping skills, change management, absence of parents due to job responsibilities, death or other loss). Provided training seminars on Stress Management. FBI Background check done on all workers. To keep people away who shouldn't be working with children. Accountable to Licensed Capital Christian Counseling Center (MSW, LCSW, LCS). Recognized the Importance of Registration Day. Parent Awareness Sessions. Guest on local radio 3x's. Sponsors: Parent's Magazine and Sierra Bed & Breakfast (7 years) 1989 - 1996.

Singles Leadership Training & Development Capital Christian Center – Conflict Management Skills Style: One of A Collaborator. Leadership Style is: Task Oriented.

WRAP IT UP INCENTIVES! – THE TREATMENT PLAN! – THERE ARE BENEFITS TO THE WAY YOU TREAT PEOPLE! IT IS A TASK FORCE.

For Profit. Who does it profit? It profits someone. It profits you.

Making Gift Boxes As Incentives! Showcased on Innovative Government Agency - On My Own Time Program. Arts & Venues Denver, Colorado Creative Industries, and General Services Administration Rocky Mountain Region have joined with Colorado Business Committee for the Arts (CBCA) to exhibit the artwork of City & County of Denver, State of Colorado and Colorado-based federal government employees for the On My Own Time (OMOT) program. Each agency will host its own employee art exhibit beginning October 2012. The winners of the individual shows will go on to the Multi-Agency Exhibit at the State Capitol Building from December 2012 thru May 2013. (<http://cbca.org/programs/on-my-own-time>). Honorary Mention at the State Capitol. I say, film the responses.

- Race Relations
- Wedding Planner
- Wedding Dinners
- Chef
- Sous Chef
- Events Planner
- Interior Design
- Florist
- Birthday Parties
- Employee Special Lunches, Parties and Special Treats. Special Recognition.
- National Convention Planner
- Conference Planner
- American Red Cross – Katrina Disaster Relief Team at Shelter – Lowry A.F.B., Colorado, 2005
- Received "1999 Employee of the Year Millennium Star Award", Governor's Mansion, Contractor at Excel Personnel, CO

Reference

California State PTA Self-Esteem and Personal and Social Responsibility Awareness
<http://downloads.capta.org/res/SelfEsteemAndPersonalAndSocialResponsibilityAwareness.pdf> - I Was Apart of A Task Force!

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DB Schenker
Collection Department
965 Norfolk Square
Norfolk, Virginia 23502

Norfolk, September 18th, 2013

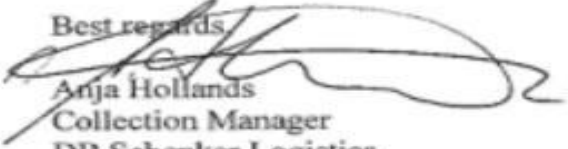
To whom it may concern:

I am honored to be asked to write a letter of recommendation for Linda White. Linda has joined DB Schenker as Branch Collector on a temporary assignment and completed her job placement with pride and enthusiasm.

Her position required quick learning of computer systems, customer service, industry knowledge and following guidelines and instructions which Linda all mastered exceptionally. Linda is a very hands-on, hard-working and dedicated person who presents excellent work ethic.

I wish her all the best for the future and can highly recommend her to any employer.

Best regards,



Anja Hollands
Collection Manager
DB Schenker Logistics
965 Norfolk Square
Norfolk, VA 23502
757-455-2261
Fax: 757-461-3234

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UNIVERSITY OF CALIFORNIA, DAVIS

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

UC DAVIS MEDICAL CENTER
2315 STOCKTON BOULEVARD
SACRAMENTO, CA 95817

May 14, 2007

To Whom It May Concern:

Linda White has worked for The Clinical and Translational Science Center as a temporary employee since March 2007. She has been responsible for handling varying tasks for several different people in the office, such as photocopying, e-mailing, assisting with the final NIH progress report, organizing files and editing documents. Ms. White is able to take direction from many different individuals and complete tasks in a timely manner.

Ms. White is a detail-oriented, conscientious and thorough employee. She has been an asset to CTSC. We wish her well in her future endeavors.

If you have any questions, please contact me at (916) 703-9208 or jennifer.kellogg@ucdmc.ucdavis.edu.

Thank you,

A handwritten signature in black ink, appearing to read "Jennifer Kellogg", is written over the typed name.

Jennifer Kellogg
Administrative Analyst
Clinical and Translational Science Center

Linda Machell White

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SANTA BARBARA • SANTA CRUZ

SCHOOL OF MEDICINE
DIVISION OF GENERAL MEDICINE
PROFESSIONAL SUPPORT SERVICES BLDG.
4150 V STREET, SUITE 2400
SACRAMENTO, CALIFORNIA 95817
(916) 734-7005
FAX: (916) 734-2732

UC DAVIS MEDICAL CENTER
SACRAMENTO, CALIFORNIA 95817

March 13, 2007

I am writing this letter as a recommendation of employment for Linda White.

I have had the pleasure of supervising Linda for nearly the past two months through the University of California, Davis' Temporary Employment Pool. Linda has proven to be very professional in her dealings with supervisory and other staff, is very organized and looks to complete projects in an expedient and accurate manner.

It is my feeling that Linda would be an asset to an organization looking for a goal oriented, reliable and professional employee, I would highly recommend her for such a position.

Feel free to contact me with any questions, I can be reached by phone at (916) 734-7232 or e-mail at kemauer@ucdavis.edu.

Thank you,

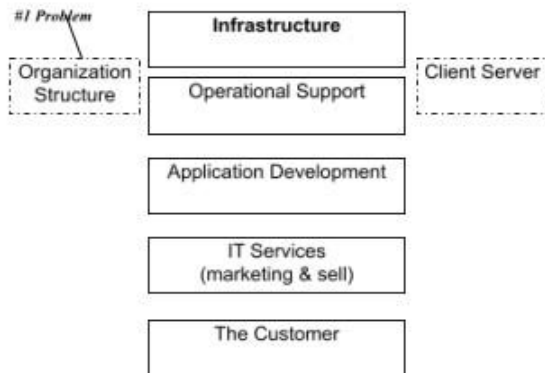
(S)

Keith Mauer
Division Manager
Division of General Medicine

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IT Organization By Harris Kern



RAS - How to introduce

Issue: Infrastructure (House)

Production Support

Application Development (not the answer)

Application

End Users vs. IT

Platform

Duplication of effort

Poor Communication

Wasted Technological Resources

Problem Management Process

Lack of proper curriculum to transition/mentor staff

Mission Critical Production Environment

Process - Evaluate (not the issue, but will be)

vs.

People - Evaluate (not the issue, but will be)

Structure Organization to Accommodate RAS

Issue is Client Server Computing

Impact

Production Support has a responsibility to service applications development

Key

High Reliability, Availability, and Serviceability

Long Term Planning is Not Encouraged

Independent Research Study by Linda Machell White, March 2006
While Assigned as Temporary Contractor at Lockheed Martin - Enterprise Information Systems
Reference: Lockheed Martin Library and IT Organization by Harris Kern

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Professional References for Linda Machell White

<p>Joe Cardinale, Owner Cardinale Dealerships Founder, Blessed to Serve Monterey, California (831) 601-7575</p> <p>Melanie Grunde, Director of Student Services The Santa Rita Union School District (SRUSD) 831-443-7200 x 1210</p> <p>Volunteer - The CELL - The Counterterrorism Learning Lab Elizabeth Cychosz, Associate Education & Guest Services Manager 99 W. 12th Ave. Denver, CO 80204 303-844-4000 x3 Email: Ecychosz@thecell.org</p> <p>Rich Guerra, Pastor Superintendent SoCal Network Assemblies of God Capital Christian Center Leadership Training & Development Singles Leadership (7 years) 17951 Cowan, Irvine, CA 92614 Email: Rguerra@socalnetwork.org or Executive Assistant - Jenny. Email: Llessel@socalnetwork.org (949) 252-8400</p> <p>Teresa Delaney, Recruiter NCS Technologies Worldwide Portsmouth, Virginia Re: IT Project at Naval Postgraduate School Monterey, CA</p> <p>Sofia Hernandez, Office Manager Community College of Denver Sofia.Hernandez@ccd.edu Campus Box 650, P.O. Box 173363 Denver, CO 80217 303.352.6658</p> <p>Ralph Basham, Previous Director of U.S. Secret Service Past Commissioner U.S. Customs and Border Security Homeland Security, 1300 Pennsylvania Avenue Washington, District of Columbia 20229</p> <p>Nick Vanicelli, Former Special Agent FBI Coordinator - Federal Bureau of Investigation nick.vanicelli@infragard.org Re: Verification of InfraGard Membership 9/10 to 9/11, 2013</p> <p>Larry Griffin, Security Representative Santa Cruz Warriors - National Basketball Association Olympic Tower - 645 Fifth Avenue New York, New York 10022 (831) 359-2023</p> <p>Joe Clarke, Security Representative Santa Cruz Warriors - NBA Olympic Tower - 645 Fifth Avenue New York, New York 10022 (831) 566-3107</p>	<p>Dave Bates, Supervisor Logistics Manager KBRwyle - NGEN REMOTE Logistics Services Government Worker U.S. Government - UFO Research and Development Program Member of Edge of Paradise Band Department of Navy - Monterey Naval Post Graduate School Via NSC Technologies Worldwide Computer Project Contractor Monterey, California (805) 285-6137</p>
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COMPANIES I WORKED FOR

LINDA MACHELL WHITE

INDEPENDENT RESEARCH

CONTRACT TEMPORARY EMPLOYMENT AGENCIES

HUMAN RESOURCES CONSULTING - CONTRACTOR

I'm Good At Marketing & Sells

Companies I Worked For

1. Elections Judge, Denver Elections
2. Admail West
3. ADT
4. Affordable Residential Communities
5. Alperstein & Covell, Attorney at Law
6. American Courier
7. Apple Computers / IBM – Training Only
8. Arrow Electronics
9. Auraria Campus Bookstore
10. Bank of America (2)
11. Baxa, Incorporated
12. Bayside Entertainment
13. Behavior Interventions, Inc.
14. Bonnie Clark, Certified Public Accountant
15. Brissell Cone
16. California Association of General Contractors
17. California State University
18. CCPOA - California Correctional Peace Officers Association
19. CDTI
20. CH2M Hill
21. Channel 7 News Investigations
22. Charles Schwaab Benefit Partners
23. Child Abuse Prevention Council
24. Child Protective Services
25. Children's Hospital (2)
26. CIT Small Business Lending
27. Citi-Street Financial
28. Citibank Student Loan Services
29. Citibank Student Loans
30. City & County of Denver
31. City of Sacramento – Revenue Administration - Mayor's Office
32. College Invest
33. Colorado Association of School Boards
34. Colorado Bankers Life Insurance
35. Colorado Commission on Education
36. Colorado Dept. of Revenue
37. Colorado Foundation for Water Education
38. Colorado Healthcare Policy and Financing
39. Computer Task Group
40. Coors Brewing Company
41. Data Tree
42. DB Schenker
43. Deloitte Consulting - Business Services
44. Delta Dental
45. Denver Elections
46. Denver Housing Authority
47. Denver Human Services, On-Call Leap
48. Denver Public Schools
49. Department of Energy
50. DEPT. OF ENERGY, WAPA
51. Dr. Blair - Chiropractic
52. Dr. Todd M. Adair, Optometrist
53. Energy Central
54. First American Documentation Co.
55. First Health
56. Flight Safety Services
57. Foundation Health
58. Fujitsu Network Services
59. General Motors Corporation
60. General Services Administration Homeland Security Conference
61. Geological Society of America
62. Great West Life
63. Health Net Governmental Relations
64. Hyatt Regency
65. Insurance Auto Auction
66. Intercare Insurance
67. J.D. Franz Research, Inc.
68. Janus
69. JC Penney
70. Kaiser Permanente
71. Keller Williams
72. Kodak
73. Lockheed Martin
74. Lt. Governor Cruz Bustamante
75. MADD - Mothers Against Drunk Driving
76. Manufactured Homes, Inc.
77. Maximus Group
78. Mc Stain at BelMar
79. Mile High United Way
80. Monterey Bay Aquarium
81. NEC Solutions America
82. Nextel
83. Nordstroms (7)
84. Norgren
85. Nova Care Rehabilitation
86. Parker Adventist Hospital
87. Payroll One
88. Prime West
89. Prudential Securities, Incorporated
90. Quiznos
91. Qwest, Inc.
92. Regional Transit Transportation
93. Remax International
94. Remedy Intelligent Staffing
95. Retec
96. Revenue Administration – City of Denver
97. Rex Moore
98. Rocky Mountain Market Research
99. Roseville Sutter Hospital
100. Rural Area Development Corporation
101. Sacramento City School District

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114. Sutter Connect

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HUMAN RESOURCES CONSULTING - CONTRACTOR

102. Schnabel Foundation Company
103. Siemens Transportation Systems
104. Simpson Housing
105. Soundtrack
106. Source Corp
107. Specialized Loan Servicing
108. St. Joseph's Hospital
109. Stantec
110. State Farm
111. States Recovery System
112. Sunbelt Telecommunications
113. Super Target

115. Tech Law
116. The Advantage Group
117. The Advocacy Group
118. The Kemp Center
119. Toshiba
120. U.S. Film and Video (Dept. of Interior)
121. U.S. General Services Administration
122. U.S. Veterans Hospital
123. Union Local 250 for Healthcare Workers and Hospitals
124. University Bookstore – Auraria Campus
125. University of California, Davis – School of Medicine
126. University of Colorado Health Sciences Center
127. University of Phoenix
128. Volt Accounting, Finance & Human Resources
129. Wendy's
130. WhiteWave Foods
131. Winfirst
132. Zip Direct

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For Profit. Who does it Profit? It Profits someone. It Profits you

COVER LETTER FOR LINDA MACHELL WHITE

OBJECTIVE: I Am Sitting Here Twiddling My Thumbs, With Nothing To Do. This Talent In My Brain And I'm Not Using It, When I Should Be. I Want To Use My Mind.

Why should you hire me? People like me. That's important in Customer Service and Ambassador Services.

I could teach a class on Customer Service. We live in a Capitalistic society whereby we are either selling a service or a product. Customer Service is the first point of contact a potential customer has with a company: The Ambassador. I am interested in implementing the positive experience because we want our customers to come back and refer their families and friends. Importantly, I am business-service minded and consider building positive relationships as partnerships with my team and customers. It's all about relationships.

My writing is futuristic. Administrative Assistant and writing is all I know. Love travel. They say do what you love and you'll never work a day in your life. Customer Service and Administrative Management cannot work without the other. Diverse travel guru as I know how to travel. Very organized and creative which is essential to positive and proactive problem solving. Service oriented. Positive thinking = positive energy, or vice-versa. I used to work for the Golden State Warriors – National Basketball Association (NBA), Santa Cruz, CA, and the Denver Broncos. Specifically, I like playing on a team. Computer savvy. I like to get the job done mentality. Is there anything wrong with learning new things?

Considered to be computer and technical savvy and have trained Government and Corporate staff on how to use new software applications to make their jobs easier. Proficient in Microsoft Office Suites, Advantage Financial Contract Management, Financial Management and Accounting Systems, Project Management, Payroll, Expense Reporting to Reconciliation, tailored-made software as needed, phone applications, Databases, Google Docs, Meetings & Calendar Management, Adobe, Point of Sale, on-line web-based travel reservations, and many others as required. Other duties as assigned. I am the most flexible person in the world.

Budgets: Assist with preparation of contract administration for the entire hospital using complex analytical application skills. Analyzing and extracting needed requirements for agreements, amendments, modifications, renewals, quotes and purchase order / deliver orders using Advantage Financial. Determined prorated financial calculations and updated financial spend sheet. Researched and collected data from upper management concerning primary cost center determinations and defining accounts if applicable to the Jt. Commission Standards. Communicated effectively orally and in writing. Accomplishments: I learned to manage Contracts for an entire hospital.

Fujitsu Network Services – Executive Assistant: DSL (the internet) was booming in the late 90's and Fujitsu was providing Customer Service for the then US West who needed specialized customer service management. Fujitsu and my expertise was hired to fill that void. I coordinated travel for installation technicians and project engineers who traveled all over the continental US to facilitate DSL (internet) projects.

On a serious note, it was fun and in turn, I was nominated for the '1999 Millennium Star Award', at the Governor's Mansion in Denver, Colorado for the outstanding successful service I provided for Fujitsu. Additionally, I was nominated as part of the Super-User group for implementing a new application development by IBM Expense Report System. Responsible for successful implementation of positive training and installation. I remember sitting there at Applebee's with a stay-at-home mom when Columbine happened thinking this is what our kids will be facing. Familiar with the 1996 Telecommunications Act.

I like to get the job done:

Special assignment given to me by a Project Engineer because of my Gift of Administration talents.

Financial analysis with United Airlines bulk rates to save company money vs. using Corporate American Express Travel office headquarters in Dallas, Texas. Reported Financial Analysis survey comparison statements to Operations Manager.

I saved the company \$3,000 to \$4,000 in a quarter period.

Sincerely,

LINDA MACHELL WHITE
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(804) 214-5097