

ROBIN A. DEASON-PAYNE

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OBJECTIVE

To work in a technologically advanced environment where my skills and life experience will be beneficial and where I am able to further my goals and education. I wish to work in a position that has opportunities for personal growth, financial comfort and professional advancement. I seek a company that will take good care of my family in exchange for superior work ethic and performance.

SUMMARY OF QUALIFICATIONS

I received an Administrative Assistant Degree from Des Moines Area Community College in Ankeny, Iowa, in 1984. I have over 10 years of experience as an Administrative Assistant and 2 years experience as a website Content Manager and Site Editor. I accurately type 80 w.p.m., 10-key 250 k.s.p.m, have shorthand abilities and experience in working with confidential materials. Extensive knowledge of city, county, state and federal government agency hierarchy. I am proficient with various computer programs including Windows 98 and NT 4.0, MS Products, Office 2000, Outlook, Quick Books Pro, MSIE 5.0, Netscape, HTML, Dreamweaver, Fireworks, Adobe Photoshop, PageMill and various Internet operations. I am able to develop websites and I excel at Internet research. I am a quick learner who can prioritize, work on my own, multi-task effectively and prefer to stay busy. I am reliable, dependable and very organized.

WORK EXPERIENCE

IOWA INTERACTIVE, INC. (The IOWAccess Network)

Des Moines, Iowa

September 1998 to present

Site Editor/Administrative Assistant in charge of copy, templates and graphics for specific agency websites. Manage all administrative office functions including invoicing, billing, expenses and day-to-day running of the office. Completing all travel arrangements and assisting the General Manager, Marketing, Development and Art Directors with their daily duties as needed. **Content Manager** in charge of IOWAccess Network (official website for the State of Iowa) attending to web content editing, structuring new web pages for state agencies using their data and our templates, answering email. **Editor/Designer** of IOWAccess online newsletter.

PERSONNEL INCORPORATED

Des Moines, Iowa

April 1997 to September 1998

Office Administrator with reception duties. Administered personality and skill tests to job candidates. Responsible for ordering office supplies and the general day-to-day running of the office, i.e., typing, transcription, filing, organization and telephone duties.

YOUTH HOMES OF MID-AMERICA

Johnston, Iowa

May 1996 to April 1997

Responsible for typing reports that were submitted to state agencies and transcribing dictation from counseling sessions. Copied and mailed the reports out in a timely manner. Filing various articles for the Youth Homes Counselors and Youth Care Workers. Required to sit in when the receptionist was unavailable.

GIGGLES SALON

Polk City, Iowa

August 1996 to Present

Licensed Cosmetologist and tanning bed operator. Responsible for taking appointments, servicing client needs and creatively designing to achieve these needs. Strong communication skills required.

POLK CITY HAIRPORT (now located in SALON NI)

Saylorville, Iowa

January 1995 to August 1996

Licensed Cosmetologist and tanning bed operator. Responsible for taking appointments, servicing client needs and creatively designing to achieve these needs. The owner of Polk City Hairport was forced to relocate her salon. Another stylists and myself were required to find another location for employment.

YANKEE CLIPPER

Ankeny, Iowa

1987 to 1992

Bartender. Strong communication skills required.

RUAN TRANSPORTATION MANAGEMENT SYSTEMS

Des Moines, Iowa

1984 to 1989

Secretary to the Financial Analysis and Planning Department. Responsible for typing, answering phones, taking shorthand, compiling numerical reports and financial data. Worked with confidential reports and data.

EDUCATION

IOWA SCHOOL OF BEAUTY

Urbandale, Iowa 1990-1992, Diploma received.

Studied required courses with excellence in theory and color techniques. Continuing Education credits (8) required every two years.

IOWA STATE UNIVERSITY

Ames, Iowa 1989-1990

Journalism/Design studies. Staff Writer and Sports Editor of the Iowa State Daily.

DES MOINES AREA COMMUNITY COLLEGE

Ankeny, Iowa 1983-1984

Administrative Assistant Program, Diploma received.

NORTH POLK COMMUNITY JR-SR HIGH SCHOOL

Alleman, Iowa through 1983, Diploma received.

Graduated 3rd in class with a 3.98 cumulative GPA. Participated in Band (Marching and Concert), Cheerleading (Football, Wrestling), Basketball Dance Company, listed in Who's Who in America's High Schools and was a 7th – 12th grade honor roll student.

WORKSHOPS AND TRAINING CLASSES

New Horizons, West Des Moines, Iowa, October 1998, Beginning HTML

New Horizons, West Des Moines, Iowa, December 1998, Intermediate HTML

CompuMaster, Des Moines, Iowa, May 2000, Fundamentals of Desktop Publishing

New Horizons, West Des Moines, Iowa, May 2000, Beginning PowerPoint 2000

Des Moines Area Community College, Ankeny, Iowa, July 2000, Photoshop Basics

VOLUNTEER/OUTSIDE INTERESTS

American Cancer Society

Volunteer Chairperson – developed fund-raiser titled “Cutting Cancer” in October 1998. Participate in annual fundraiser for Daffodil Days. Fundraiser for Swing for Survival Golf Outing in July 2000.

Ankeny Substance Abuse Project (ASAP)

Volunteer Counselor for Ala-Tot/Ala-Teen weekly group meetings January 1997 to Summer 1999 (meetings ceased in 1999).

Ankeny Community School District

Volunteer Mentor. Worked with at-risk students on a one-on-one basis to give them positive adult role model. 1995-1996 school year.

I enjoy a wide variety of sports and am an avid reader. I enjoy kickboxing and working out. I also try to keep current on local and national news events and technological advances. I especially enjoy spending time with my family at Lake of the Ozarks in Missouri, where we have a family home.