

TIA FARMER, *Office Manager / Administrative Assistant*



EDUCATION

B.S. University of Wyoming, Laramie, Wyoming 1992 *Nursing*

PREVIOUS POSITIONS

2007-Present *Office Manager/Administrative Assistant*, Western EcoSystems Technology, Inc., Laramie, Wyoming
 2005-2007 *Office Associate Sr.*, University of Wyoming, Laramie, Wyoming
 2001-2005 *IT Specialist*, Wyoming Child and Family Development, Guernsey, Wyoming
 2001 *Web Designer*, Eastern Wyoming College/Impact Gold Pages, Torrington, Wyoming
 2000 *Crew Leader*, United States Census Bureau, Regional Office, Cheyenne, Wyoming
 1996-2000 *Store Manager*, Anderson Oil Company, Guernsey Conoco, Guernsey, Wyoming
 1993-1994 *Home Health Nurse*, Wyoming Home Health Care, Laramie, Wyoming
 1992-1993 *Alzheimer's Unit Manager*, Bethesda Care Center, Laramie, Wyoming

ADDITIONAL TRAINING

2001 *Certificate of Computer Networking*, Eastern Wyoming College

EXPERIENCE

Management of office building, equipment and supplies, and network trouble shooting for Laramie office, make travel arrangements, manage bibliography database, maintain and update websites, maintain database for school of pharmacy professional experience program, register students, keep confidential records, maintain schedules and travel arrangements, compose correspondence, schedule meetings, manage calls for the PharmAssist Program, manage computer training, maintenance, networking, inventory, website creation and design, technology research, and other technology related duties, supervised bus driving staff, maintain confidential filing, performed safety training, manage and network Car Seat Technicians, assist with grant writing process, perform computer upgrades, repair inventory of campus equipment, consulting and editing website design using HTML and Java, train and supervise crew in 2000 Census, working in both Phase One and Follow-up of the Platte County area, upon early census completion in our own area we were paid to assist in Elko, Nevada, provide service to retail gasoline customers, maintain accounting, cash register, general cleaning, assess physical, emotional, and environmental issues for clients with a wide range of health problems, assist clients in meeting financial, safety, and emotional demands, supervise nurses and Certified Nurse Assistants, provide total care for 12 to 45 residents in both the Alzheimer's Unit as well as a Medicare Unit.

ADDITIONAL PROFESSIONAL ACTIVITIES

ShelterBox Rotary International District 5440 Representative (2009)
 Laramie Sunrise Rotary Club (2008)
 Volunteer Big Brothers/Big Sisters (2006)
 Certified Child Passenger Safety Technician (2003-2005)