

RESUME OF

DEBORAH A. MEYERS

SUMMARY OF QUALIFICATIONS:

Possess a wide range of office administrative experience working in both the public and non-profit sectors. Consistently received outstanding performance evaluations. Skilled in problem solving and developing creative solutions in a team driven environment. Highly self-motivated and possess a record of accomplishment in finding procedures to increase office efficiency and customer services. Possess excellent interpersonal skills. Served as Acting Office Supervisor during 2013-2014, and chosen to be the Bureau Leader for the Health Department's office move during the same period.

Extensive knowledge of Microsoft Office programs such as Word, Excel, Publisher, Outlook and Access. Trained in the frequently changing software programs which were utilized by the Health Department. Proficient in QuickBooks software.

Currently serve as adjunct faculty in the Arts & Humanities Division and served as Dance Coordinator for the Dance Performance program at a local community college. Reviewed, researched and re-wrote entire dance curriculum to reflect current dance education practices which was approved as the new A.A. degree in Dance Performance. Established an articulation agreement with 4-year state university dance program.

Hold a Master's Degree.

OFFICE WORK EXPERIENCE:

6/2015 to 9/2015: **APEX SYSTEMS**
Columbia, MD

Performed Document Verification for a public-school organization called Connections Education, for their summer enrollment period. Position required extensive training, acute attention to detail, and stellar customer service for families who are enrolling their children for the fall. Connections Education did two performance reviews of all temporary workers. Had met expectations on first performance review and then exceeded expectations on second review. Was recognized as the first enrollment team member to review more than 100 family files in one day. Was asked to interview for a permanent position and was in the final cut, out of hundreds of applicants.

2002 to May 2014: **HOWARD COUNTY HEALTH DEPARTMENT**
Columbia, MD

As an OFFICE PROCESSING CLERK II in the Bureau of Behavioral Health at the Health Department, performed data entry duties using SMART software, in charge of all patient files and records organization, office supply ordering, inventory control, brochure and publication development, procurement, and distribution. Maintained the bureau library which was used by counseling staff and patients. As bureau time keeper, responsible for time sheet collection, review and submission. Extracting the data from staff timesheets, created an Excel spreadsheet to provide data for Health Department health stats. Assisted with patient appointment scheduling, front desk patient services, and relied on customer service skills to provide appropriate resources under extremely difficult circumstances. Was charged with the bureau's prevention program, assisted in grant writing, and served as liaison with various county organizations which provided prevention resources for Howard County. Using MS Publisher, created many informational newsletters for the public covering topics like substance abuse and mental health. Created and designed a Howard County Directory for people seeking substance abuse treatment and recovery resources, treatment providers, support groups, and meetings. Knowledgeable in the use of various office machines and trained to use many different software programs to meet the needs of the Health Department.

Took and distributed minutes for the monthly meetings of the Alcohol & Drug Abuse Advisory Board which advises the County Executive. Assist the Board chair in scheduling board meetings which would sometimes include Howard County stakeholders. Arranged catering, located space for special board meetings and assemble informational material.

Chosen to serve as Acting Office Supervisor during 2013 to 2014, even though there were other staff members who had more seniority. Performed both Office Processing Clerk and the Office Supervisor duties during a transition period for the bureau. As Acting Office Supervisor, was trained in how to read the bureau budget and utilized the state purchasing system to pay invoices and order materials and supplies for the bureau. Responsible for finding solutions for all technology and facility problems for the bureau's staff of 30. Trained in the Facility Ticket system which took care of phone, computer, copier and office space problems. During this period, also chosen to serve as the bureau leader for an entire office move to another building. The move involved the packing, tagging and moving a bureau of 30 employees. Health Department administration recognized the Behavioral Health bureau as the best organized and prepared bureau during the move.

HIGHER EDUCATION EXPERIENCE:

2002 to Present: **HOWARD COMMUNITY COLLEGE (HCC)**
Columbia, Maryland

Serve as an ADJUNCT FACULTY member in the Arts & Humanities Division teaching the Humanities through the Arts (FINE 101) lecture course. Served as DANCE COORDINATOR (2004-2006) for Dance Performance program, responsible for class scheduling, faculty/accompanist assignments, book/video orders, dance concert production, coordinated master classes, workshops, a summer dance camp, recruited and advised dance majors. Taught modern and tap dance technique, and dance composition courses. Responsible for fiscal oversight to ensure that dance program expenses did not exceed budget. Reviewed and re-wrote the entire dance curriculum which was approved by the C&I committee as the new A.A. degree in Dance Performance at HCC. Developed and distributed a marketing brochure to attract potential dance majors. Provided input and the necessary criteria towards the construction of the two new dance studios in the Horowitz Building.

1990 to 1998: **TOWSON UNIVERSITY**
Towson, Maryland

As SENIOR LECTURER (part-time adjunct faculty) in the Dance Department taught beginning to advanced levels of jazz, tap and modern dance classes to dance majors and to the general university population.

ARTS ADMINISTRATION EXPERIENCE:

1995 to 1998: **DANCE ON THE EDGE – TOWSON UNIVERISTY**
Towson, Maryland

As the full-time MANAGING DIRECTOR/PRODUCER for a regional, non-profit dance presenting organization with a \$100,000 annual operating budget; oversaw all marketing, public relations, contract negotiations, board and audience development, staff/volunteer supervision, fundraising, grant writing, sponsorship development, budget and database management.

EDUCATION:

- Completed one year of graduate coursework in Performance Studies, Tisch School of the Arts, New York University.
- M.A. Performing Arts (Dance), American University, Washington, DC.
- B.F.A. Dance Performance/Choreography, Towson University, Towson, Maryland.

AWARDS:

- 2005: Howard Community College Outstanding Adjunct Faculty Award.
- 1995: Recipient of the Towson University College of Fine Arts and Communication Distinguished Alumni Award.