

KARLA MARIE GIER

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QUALIFICATIONS

A Bachelor's Degree and nine years experience in an academic environment providing administrative support services. Excellent organizational, interpersonal and supervisory skills. Proficient writer, editor. Efficient, accurate, detail-oriented financial analyst, accounts manager. Motivational, team-oriented, multi-tasked office manager. Dynamic, creative, professional educator. Computer literate. Familiarity with a wide variety of word processing, spreadsheet and database software packages, including *Microsoft Office*.

RELEVANT EXPERIENCE

New Vistas School, Lynchburg, VA

Office Manager/School Secretary (September 1998 – May 1999)

- Served as sole manager of the school office.
- Maintained fiscal and budget records. Executed employee payroll/withholding. Handled accounts receivable and payable. Prepared financial activity reports, projections, and analyses.
- Managed student report cards from data input to mailing.
- Maintained student records and employee personnel files.
- Supervised part-time receptionist/school aide.
- Served as executive secretary of the school board.
- Assisted development director with mailings, database management, financial reports.
- Provided first-aid care to injured/ill students.

Geosciences Computing Network (GCN), University of Oklahoma, Norman, OK

Staff Assistant (July 1993 – February 1995)

Received Job Reclassification and Promotion from Accounting Specialist I

- Maintained, reconciled and administrated three state funded accounts. Generated detailed financial statements and reports, including projections, and presented these to College of Geosciences department chairpersons in monthly meetings of the GCN Steering Committee.
- Coordinated requests for network computer connections. Prepared, generated and sent monthly billing statements for network connectivity to each College of Geosciences department. Resolved billing discrepancies and assured bill payment (collections).
- Initiated departmental purchases and processed invoices, expense transfers and budget revisions.
- Supervised student clerks responsible for clerical and reception duties to GCN personnel.

Carl Albert Center, University of Oklahoma, Norman, OK

Secretary II (November 1991 – July 1993)

- Maintained accounting records, audited and reconciled monthly statements, processed invoices, and prepared payment requests for state Maintenance and Operations (M&O) allocations and OU Foundation (soft money) funds.
- Curated and supervised use of the Carl Albert Center Research Library
- Made travel arrangements and prepared travel claims and/or appropriate reimbursements from the OU Foundation.

UCLA Library Reference Department, University of California, Los Angeles, CA
Administrative Assistant II (October 1988 – July 1991)

Received Exceptional Pay Increase and Special Performance Award

- Served as manager of the Reference Department office.
- Maintained fiscal and budget records. Audited and reconciled monthly ledgers. Prepared financial activity reports, projections, analyses. Executed student assistance payroll.
- Handled or coordinated personnel actions for 23 academic or staff personnel and approximately 25 student assistants.
- Inventoried, selected and ordered equipment, furniture and supplies. Troubleshoot and resolved all facilities and equipment problems.

Department of Biological Sciences, University of Idaho, Moscow, ID
Assistant to the Chairman (October 1986 – August 1988)

- Wrote, edited and produced a variety of interpretive, advisory and promotional materials.
- Managed the Life Sciences greenhouse facilities.
- Assisted the Coordinator of Undergraduate Laboratories with sales, data processing, inventory control, security, personnel management and customer service in the biological storeroom.
- Coordinated the pre-freshman advising program.

The Provident Bank, Cincinnati, OH
Bank Teller (June 1982 – August 1985)

- Performed all general teller transactions including check cashing, and processing of drafts, loans, deposits, utility payments, savings bonds, etc. Reconciled cash drawer daily.
- Supervised money flow into and out of the cash vault on a periodic basis, and occasionally maintained branch office records.

**OTHER
EXPERIENCE**

Self Employed, Montgomery, AL

Residential House Cleaning (August 2005 – May 2017)

- Ran a successful, part-time cleaning service which allowed me to focus on my growing children and their private school education.

Self Employed, Montgomery, AL

Tutor (May 2001 – August 2005)

- Tutored numerous school children in math, science, reading, history, English.
- Taught English to two Korean women wanting competency in English conversation.

St. Bede School, Montgomery, AL

Teacher, Science & Math (August 1999 – December 2000)

- Responsible for the science (physical & life/biological) and math education of 100 seventh and eighth grade students.
- Active member of the local SACS (Southern Association of Colleges and Schools) reaccreditation committee.
- Co-coordinator of junior high Science Olympiad team

St. James School, Oklahoma City, OK

Teacher, Science & Math (August 1995 – June 1997)

- Responsible for the science (physical & life/biological) and math education of 70 sixth, seventh and eighth grade students.
- Coordinated and executed the school-wide science fair for grades 5-8

EDUCATION

HUNTINGDON COLLEGE Montgomery, AL
Refresher course (BIOL 101 – Principles of Biology, GPA 4.0/4.0 – Dr. Daniels)
Fall, 2016

Refresher course (BIOL 161 – Environmental Science, GPA 4.0/4.0 –Ms. Ehinger)
Spring, 2016

UNIVERSITY OF OKLAHOMA Norman, OK
Teacher Certification Program, Science Education – Secondary (Grades 7-12),
August 1993 – May 1995; GPA 4.0/4.0

SAINT JOHN’S UNIVERSITY (Benedictine) Collegeville, MN
13 credit hours towards M.A. in Theology/Scripture,
Summer 1990 and 1991; GPA 3.8/4.0

XAVIER UNIVERSITY (Jesuit) Cincinnati, OH
B.S. Biology; Graduated *Cum Laude*
August 1981 – August 1985; GPA 3.6/4.0

LICENSURE

Alabama Professional Educator Certificate (#KMF-0035-1971 expires June 30, 2022)

Teaching Areas: **General Science (Grades 6-12)**
 Biology (Grades 6-12)
 General Science (Grades 4-8)
 Middle School Math (Grades 4-8)

* I scored a 180 on the **Biology: Content Knowledge (5235)** Praxis Exam in January, 2017 earning me an *ETS Recognition of Excellence Award*. This means that I rank within the top 15% of all test takers who took this assessment in previous years.