

Lori Anita Bartley
4115 Eagle Mountain Ct.
Richmond, TX 77406 (home)
or
7178 Lockford Walk North
Avon, IN 46123 (mailing)

281.216.9724 or 317.473.5782

Objective:

A position that uses and expands my analytical and organizational skills, while also allowing for hands on development and research for further advancement.

Education:

Blinn College, Brenham, TX
Completed 12 hrs. in the Summer Honors Program 1986
Completed 12 hrs in the Criminal Justice Program 1993

Texas A&M University, College Station, TX
Major: Sociology Minor: Political Science

Wharton County Junior College 2009
Paralegal Certification Program/AAS

Kaplan University 2009-2010
Paralegal Certification Program/AAS

Manouso Mediation & Alternative Dispute Resolution Services 2009
40 Hour Basic Mediator Certification – Completed and Certified

Manouso Mediation & Alternative Dispute Resolution Services 2010
30 Hour Advanced Family and Divorce Mediation – Completed and Certified

Honors & Service:

National Honor Society
Fellowship of Christian Athletes
Voted Most Likely to Succeed
President's Achievement Award
Bryan I.S.D. Administrative Assistant (Volunteer)
Bryan I.S.D. Special Education Support Services (Volunteer)
Brazos County Boys and Girls Club (Volunteer)

Experience:

OWNER/PRINCIPAL L|A|Strategic Solutions, Inc.
January 2009-Present

Certified Mediation, Political Campaign Assistant, Bookkeeping, Small Business Setup/Organization,
Virtual Secretarial Services

TEACHER CERTIFICATION ANALYST University of Houston-Cinco Ranch
November 2002-January 2004

Counseling, Degree Plan Analysis, Testing Registration, Graduate Counseling, Teacher Certification Plan Completion and Submittal to State, Workshop Presentations, Recruiting

OWNER Bartley and Associates
February 2002-January 2009

Small business setup/organization, bookkeeping, office management, secretarial services

BUSINESS CONSULTANT Storage King, Inc.
December 1996-February 2002

Organize and maintain office operations, bookkeeping, aide with the day-to-day developments of running a small business, configuration and submission of annual business and tax reports

ADMINISTRATIVE ASSISTANT Indiana State Medical Association
January 1997-March 1997

Establishment of the Vaccine for Children Program

**SECRETARY III Summit County Probation Department
August 1995-November 1996**

**Office Management, Pre-Sentence Investigations, Alcohol Evaluations, District Wide Statistics
Compilation, Budgeting**

TELLER The Snow Bank
April 1995-June 1995

Customer Service, processing of deposits and withdrawals, cashiers checks, travelers cheques and money order transactions, balancing and MC/Visa advances

OFFICER MANAGER Protective Systems, Inc.
October 1993-January 1995

Organization of office, human resources, payroll, job contracts and files, ledger, invoicing, and general office duties

ADMINISTRATIVE/GRADUATE ASSISTANT Texas A&M University – Philosophy & Humanities
September 1991-September 1993

Supervision of Student Technicians, assist graduate students in applying for admissions and financial aid, processing such applications, accounting, organization of program schedules for various conferences and meetings, making travel arrangements and assisting professors with various duties

EDITING ASSISTANT Texas A&M University – Santayana Edition
September 1991-September 1993

Responsible for establishing electronic copies of George Santayana's work, aiding the editor and research assistants with editing, as well as, entering copyright and typescript codes into various documents in order to ready volumes for publication

SECRETARY/BOOKKEEPER The Eye Care Center
May 1990-July 1991

Answer phone, schedule appointments, data entry, word processing, filing Medicare and various Insurance claims, filing patient records, assist and prepare patients, accounting, computer inventory, writing business letters and patient referrals

Skills:

Strong writing, research, editing, supervision, organizational and computer skills, with excellent oral communication and word processing skills.