

Linda S. Crawford

5630 West State Highway 96
Pueblo, CO 81005
719-250-4225

linda@essentialpersonalservices.com

EDUCATION

B.S. -- Social Science Colorado State University-Pueblo (1994). Minor: Psychology
Magna Cum Laude

Supervisory Certificate State of Colorado (1993)

High School Diploma Central High School (1969) Rank: 21/500

EMPLOYMENT

1989-06/2006 Executive Assistant to the Provost and Vice President for Academic Affairs
Colorado State University-Pueblo

- Manage details of program operations including coordinating activities and communication between the administrative offices of the President, Provost, and Vice President for Finance and Administration
- Maintain good working relations between academic and administrative departments and programs
- Screen, route, refer, respond and write for Provost
- Prioritize and maintain Provost's schedule of activities
- Manage Provost's Office budgetary accounts
- Insure appropriate handling of personnel issues and communications
- Supervise Classified employees
- Independently guide special projects as assigned
- Resolve or refer student problems
- Serve as liaison between Provost and internal/external communities
- Monitor/meet deadlines relative to *Faculty Handbook*, Board of Governors, Colorado State University System, Colorado Commission on Higher Education
- Develop and create documents using University software
- Coordinate social events
- Board and Committee service
- Establish and maintain confidential files
- Initiate and distribute Deans List
- Coordinate Student Rotarian Program
- Interview, hire, train and supervise work-study students

1988-1989 Secretary to the Director of the Counseling Center
Colorado State University-Pueblo

- Provide staff and clerical support to Director and department
- Interview, hire, train and supervise work-study students
- Proctor ACT, GMAT, SAT, GRE, LSAT examinations
- Schedule/administer GEDs, Myers-Briggs, Strong Interest inventories

- Manage calendars for Director and University counselors by scheduling student clients
- Establish and maintain confidential student files
- Develop and create documents using University software
- Maintain appropriate appearance of office

1972-1986

Office Manager/Accountant for Dr. J. B. Geller, Orthodontist

- Prepare payroll
- Complete and submit local, state, and federal tax reports
- Balance general ledger and check register
- Prepare and deliver bank deposits
- Compose and type correspondence
- Receptionist
- Schedule patient appointments
- Accounts receivable and payable
- Submit and coordinate insurance claims
- Assist patients with financial arrangements
- Collection of past due accounts
- Answer patients questions about clinical problems, fees, procedures and office policy

UNIVERSITY SERVICE

- Student Academic Appeals Board member
- Budget Board member
- Presidential Search and Screen Committee member
- Commencement volunteer
- Winter Wonderland volunteer
- KTSC-TV Art Auction volunteer
- Colorado State Fair CSU-Pueblo Booth volunteer
- Corporate Cup participant

COMMUNITY SERVICE

- Compassionate Friends Sibling advisor
- National Children's Book Week volunteer
- Children's Summer Reading Program volunteer

MEMBERSHIPS

- Sangre de Cristo Arts and Conference Center
- Pueblo Zoo
- Rosemount Museum

AWARDS

- Anna Taussig Award Honoree, 2006, YWCA Tribute to Women

INTERESTS

- Gardening, antique collecting, horseback riding, ballroom dance