

PROFESSIONAL EXPERIENCE GOVERNMENT

1970

Records Management Specialist, United States Bureau of Veterans Affairs, Seattle, WA

Key responsibilities included maintaining systems for managing record management systems, creating retention and disposal schedules, ensuring data integrity and security, responding to information requests, and training staff on proper records handling.

1980

Administrative Operations Supervisor, United States Census Bureau, Seattle, WA

Managed daily office functions, supervised staff, and supervised administrative support for field operations, processed payroll and personnel actions, including payroll and supplies. Set up and closed down the north Seattle field office.