Introducing:

Karen Wagner
Executive Assistant AND…

_____

World Famous Organizer

Site	ID	Password
Amazon	1234	Abcdef
E-Bay	Abcd	12233445
Chase	Efgh	6778899
Cingular	Ijklm	00112233

SCIENS Corporate Client Database

		Status	Help Needed	Recommendations
1	Create primary database by merging databases.	Researching on web ways to do this.	May need network permissions from IT.	
2	Update/remove outdated and duplicate entries. Hide or move confidential information contained in existing records.	Not there yet.	End user will need to identify applicable records to be changed.	For each database added/merged to the primary database, these steps must be performed.
3	Assign categories to distinguish groups of related contacts (personal, network, client, interested, etc.). Once categories are determined, restrict users of this database to only those categories.	General categories have been created; existing records must have categories added.	Will need input of users to recognize records. Majority of work can be done on an ongoing basis.	This will be an on-going project and input from users should be encouraged so that the database is useful to end users.
4	Add fields for: a) name of person last contacted. b) purpose of visit.	Not there yet.	Check with end users what fields they would like to see.	Combine with above item and approach at one time. This step must be done prior to publishing form.

Spreadsheet and Database Wizard

Tetrix Statistics

Game	Date	Score	Lines	Level	Speed	Date	High	Low	Mean
Fantasy	12/12/03	1165	11	2	21	12/12/03	1165	227	407
Fantasy	12/12/03	1155	19	2	17	13-Dec	1710	307	501
Fantasy	12/12/03	1142	18	2	18	24-Jul	1965	185	805
Fantasy	12/12/03	1107	15	2	19	18-Sep	1920	710	970
Fantasy	12/12/03	920	16	1	17	19-Sep	2905	440	678
Fantasy	12/12/03	431	7	1	19	20-Sep	2540	500	725
Fantasy	12/12/03	342	4	1	19	21-Sep	2265	320	706
Fantasy	12/12/03	227	3	1	21	22-Sep	3210	1077	974
Fantasy	12/13/03	1710	33	2	18	23-Sep	4000	2392	1549
Fantasy	12/13/03	1400				24-Sep	3830	1410	1426
Fantasy	12/13/03	1336	19	2	20	28-Sep	3101	2423	1434
Fantasy	12/13/03	1312	14	2	22	1-Oct	3466	1252	1144
Fantasy	12/13/03	1277	13	2	22	2-Oct	4202	1131	1404
Fantasy	12/13/03	1201	22	2	19	3-Oct	4446	1207	1127
Fantasy	12/13/03	847	14	1	19	4-Oct	4197	1542	1263
Fantasy	12/13/03	832	14	1	21	6-Oct	4200	3251	1936
Fantasy	12/13/03	796	13	1	21	8-Oct	3272	1852	1023
Fantasy	12/13/03	512	7	1	20	9-Oct	3370	1110	1181

DAILY AVERAGE SCORES

Date	Fantasy	Prof.	Extreme	Advanced
12/12/03	811			
12/13/03	999			
7/24/04	1965	1150	683	
9/18/05			710	1920
9/19/05	2048	763	1063	1183
9/20/05	2070	895	613	1622
9/21/05	1444	1403	320	1535
9/22/05	2040			
9/23/05	3105			
9/24/05	2907			1410
9/28/05	2811			
9/29/05	3275			1500
10/1/05	3244	1660		1722
10/2/05	3210	1343		
10/3/05	3125	1341	1670	1941
10/4/05	4197	2490	2475	1713
10/6/05	3790			
10/8/05	1870			2602
10/9/05		1942	2240	2551
10/10/05	2965	1407	2846	1221

Score Trends

Legend: Fantasy, Prof., Extreme, Advanced

Karen Wagner

718-621-4825
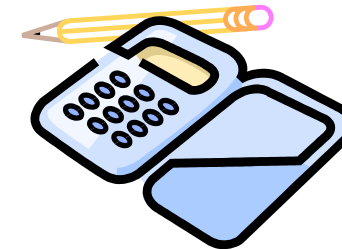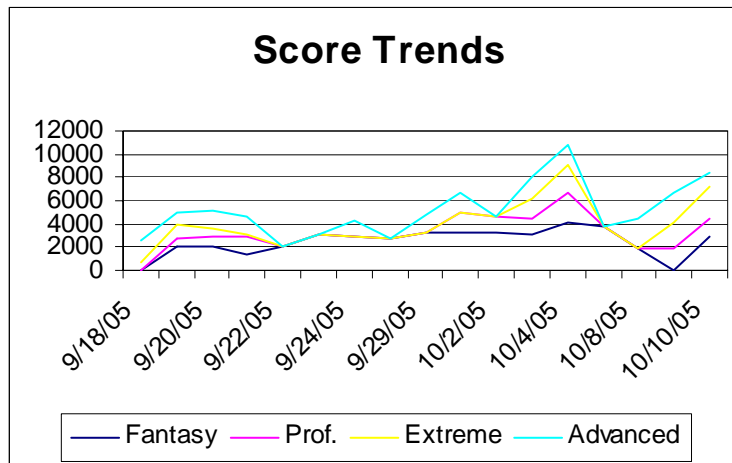
MS OFFICE GURU

- **Excel**
  - Pivot Tables
  - Filters
  - Graphs
  - V-Look-ups

- **PowerPoint**
  - Transitions
  - Animations
  - Sound/Graphics
  - Embedded Docs.

- **Outlook**
  - Custom Forms
  - Merge Lists
  - Custom Views
  - Group Distributions

- **Word**
  - Merge
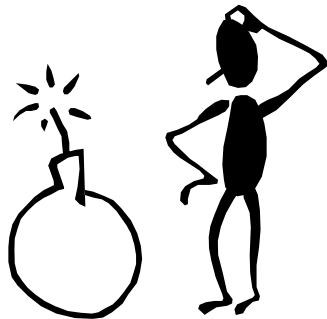 - Tables/Columns
  - Graphics
  - Frames

- **Access**
  - Queries
  - Reports
  - Custom Forms
  - Data Exchange

Task Master & Problem Solver

- Follow-Through & Planning Ahead

- Computer / Printer Issues

- Internet research

- Keeper of Credit Files and Archival Records

- Travel Arrangements

- Copies, Supplies, Expenses

In my ideal job, I'll be …

- Working with spreadsheets; being responsible for tracking down numbers, sorting through data and providing summary reports for management's analysis.

- Managing a database – particularly a client database. Ensuring that information is all up-to-date and accurate. I enjoy parsing data and validating it's accuracy.

- Managing records/files for my department. I enjoy filing and keeping records neat and orderly. I like putting together credit files and other regulatory documentation – making sure records are complete, accurate and grouped accordingly.

- Creating PowerPoint presentations! I'm a great writer and would like to be responsible for taking the results of my spreadsheets and putting them into a concise format.

- Helping people learn more about their software's ability and how to find information more quickly.

- Working with other departments by tracking down information so that efforts aren't duplicated and projects get completed on a timely basis.

- Writing instructional material for report preparation.

- Finding new ways of doing things and keeping people informed of changes so that everyone is on the same page.

Karen Wagner   718-621-4825

Work Experience

8/05 -   **VIACOM –** Internal Temping Program

3/04–11/04   **BEARING POINT** – Capital Markets/Financial Institutions
- Executive Assistant to SVP of capital markets. Managed calendar, handled expenses, internet research for consulting staff.

6/00–11/04   **EXEC-U-SEARCH**
- Created and presented Lotus Notes proposal to SVP of Lotus Notes Administration to encourage a more user-friendly interface then helped with the implementation. **(HSBC)**
- Tracked down stadium manager for Chicago Cub's in Ho Ho Hokum, AZ and had a picture hand delivered to player and autographed for the Founder's son. **(Nelson Communications)**
- Sorted advertising story-board submissions and created final presentation package of winners for Chairman and CFO. **(DDB)**

4/98–6/00   **GUY CARPENTER & COMPANY, INC**. – Global Marketing
- Consolidated individual contact lists to create Lotus Notes Database for division.
- Monthly Telephone Report – expedited the reporting process for determining personal/business calls utilizing advanced features of Excel.

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Work Experience

2/92–4/96   **THE SUMITOMO BANK** – Controllers

- Designed and input employee records to the HRIS System for the Personnel Department; reports were previously being prepared manually and in Lotus 1-2-3.

- Assisted the Systems Information Department on projects including work on new customer information database for NY Branch and inventorying all equipment.

2/87–2/90   **MERRILL LYNCH & COMPANY** – International Accounting

- Facilitated in the preparation of budget presentations to the President and Board of Directors.

- Responsible for Human Resource records (staff of 14), department expenses, international directories, word processing, etc.

- Wrote correspondence to ensure the completion of assorted projects and assisted accountants with various reports.

8/80–1/87   **THE CHASE MANHATTAN BANK, N.A.** – Controllers

- Participated in the production of The Chase Manhattan Corporation Annual Report, Press Release Financial Statements and various financial analyses for submission to the SEC, external regulatory agencies and the Board of Directors under critical deadlines.

- Input additions/deletions to the Chart of Accounts, reviewed maintenance codes and revised account definitions.

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Education & Computer Skills

EDUCATION   **Borough of Manhattan Community College –** Currently attending
                NYU - Certificate in Business and Office Administration; 1984 - 3.6 QPA
                Digital Plateau - Certificates in Advanced Excel 2002 and Outlook 2002

COMPUTER SKILLS

MS Office: Word / PowerPoint / Excel / Outlook / Access

WordPerfect / Lotus 1-2-3 / Approach

Lotus Notes

Adobe Photoshop

Operating Systems: Windows / IBM O/S2 / Macintosh

Various proprietary accounting & HRIS systems

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- **S**ensible
- **U**nderstanding
- **P**rofessional
- **E**xperienced
- **R**esourceful
- **I**ntelligent
- **O**rganized
- **R**eliable