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Cassandra Guillaum		Office Manager	
Availability: Immediate Email: crguillaum@crai-ky.com	Specific Duties: <ul style="list-style-type: none"> • Office Management 	Education and Training: <ul style="list-style-type: none"> • Harrison High School, 2003 	
Experience Summary Information			
Office Manager Cultural Resource Analysts, Inc. July 2013 – present	Office Assistant Jonz Lighting 2012 – 2013	Supervisor/Bar Manager Oak Meadow Golf Club 2005 – 2013	
<p>Ms. Guillaum manages all the administration tasks for the Evansville, Indiana Cultural Resource Analysts, Inc. location. In addition to daily clerical duties, she also maintains project folders, expenses, supplies, and spreadsheets.</p> <p>Ms. Guillaum has been employed in a managerial position one way or another for close to ten years. She started in the service industry for a private golf club in Evansville, IN in 2005. In 2007 she began her six year stretch managing in the service industry with the same club. Prior to joining to Cultural Resource Analysts, Inc., she spent a year managing all administration tasks for a lighting company.</p> <p>Job Related Skills and Additional Training: Adult CPR and First Aid Certification, Bloodborne Pathogens Certification, Microsoft Office Excel, Word, Outlook, and PowerPoint.</p>			