



cultural resource analysts, inc

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Cassandra Guillaum		Office Manager	
<b>Availability:</b> Immediate <b>Email:</b> <a href="mailto:crguillaum@crai-ky.com">crguillaum@crai-ky.com</a>	<b>Specific Duties:</b> <ul style="list-style-type: none"> <li>• Office Management</li> </ul>	<b>Education and Training:</b> <ul style="list-style-type: none"> <li>• Harrison High School, 2003</li> </ul>	
Experience Summary Information			
<b>Office Manager</b> Cultural Resource Analysts, Inc. July 2013 – present	<b>Office Assistant</b> Jonz Lighting 2012 – 2013	<b>Supervisor/Bar Manager</b> Oak Meadow Golf Club 2005 – 2013	
<p><b>Ms. Guillaum</b> 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><b>Job Related Skills and Additional Training:</b> Adult CPR and First Aid Certification, Bloodborne Pathogens Certification, Microsoft Office Excel, Word, Outlook, and PowerPoint.</p>			