

Sherry Webb
Cell: 214-675-8260
sherrywebb@ectisp.net

March 4, 2009

To Whom It May Concern:

Enclosed is my resume' for your review.

Currently I am working a temporary assignment at UT Southwestern Medical Center at Dallas. I am available to interview any time, and can begin work immediately.

Thank you in advance for your consideration.

Sincerely,

Sherry Webb

Enclosure

SHERRY WEBB, CPS

214-675-8260

SHERRYWEBB@ECTISP.NET

EXECUTIVE ASSISTANT

SUMMARY

Seasoned administrative professional with extensive experience in executive level support. Excellent interpersonal skills with the ability to relate to people at all levels of the organization. Strengths include organizational skills, teamwork and outstanding judgement with a focus on process improvement.

PROFESSIONAL EXPERIENCE

University of Texas Southwestern Medical Center Sept 07 – present

Temporary administrative support in the office of V.P. Clinical Affairs, Post-Award Administration, Pediatric Genetics & Metabolism and Ophthalmology Departments

Children's Medical Center Jan-May 2007

Temporary assignment supporting the Executive Assistant to the President and CEO.

KPMG LLP Mar-Oct 2006

Administrative support to Managing Director responsible for charitable contributions, civic involvement, and campus recruiting, including travel arrangements and expense reporting, calendar, meetings, luncheons, etc.

Self Employed & Contract Work 2001-2006

APPRAISAL TECHNOLOGIES, INC. 2000-2001

Executive Assistant to CEO

Responsible for all aspects of administrative support for CEO. Handled scheduling of appointments, correspondence and related responsibilities, including set-up of new files, telephone screening, travel arrangements, expense reports, faxing, filing, engagement letters, set-up luncheons, conferences, meetings in-house, etc.

CONTRACT WORK 1999 – 2000

DRESSER INDUSTRIES, Dallas, TX 1979-1998

Executive Secretary to Vice President – Tax (1987-1998)

Responsible for all aspects of administrative support for senior executive. Handled scheduling, correspondence and related responsibilities.

- ♦ Streamlined distribution of tax departmental checks to reduce process time and increase efficiency
- ♦ Eliminated “lead secretary” responsibilities which increased intra-departmental teamwork and improved efficiency

- ♦ Reduced process steps required in proofing tax returns to increase efficiency

- Earned Certified Professional Secretary (CPS) rating
- Mentored other administrative assistants in day-to-day responsibilities and encouraged pursuit of Professional Secretary Certification

Legal Secretary III (1979-1987)

Provided administrative support to the Senior Tax Counsel and two Tax Attorneys.

EDUCATION

Continuing Education Courses, El Centro and Mountain View Community Colleges
Graduate, W.H. Adamson, Dallas, TX

PROFESSIONAL DEVELOPMENT

TQM/Team Building Program
Certified Professional Secretaries Exam – November 1997
Notary Public

TECHNICAL SKILLS

- Microsoft Office Suite
- WordPerfect