

Brenda J. Cooper

Experience:

1971-1974	City of Shreveport Clerk Typist	Shreveport, LA
1974-1977	United Gas Pipeline Company Stenographer	Shreveport, LA
1977-1991	City of Shreveport Monitor/MIS Technician	Shreveport, LA
1992-1993	Coord/Dev. Corporation MIS Technician	Shreveport, LA
1994-1999	LSU Medical School Secretary II	Shreveport, LA
2000-Present	Grambling State University Administrative Assistant 3	Grambling, LA

- Compose and type routine correspondence independently; screen telephone calls, visitors and incoming correspondence; personally respond to requests for information concerning office procedures; determine which request should be handled by the supervisor
- Schedule appointments without prior clearance; make arrangements for conferences and meetings and assemble established background materials as directed; attend meeting and record and report on proceedings
- Review outgoing materials and correspondence for internal consistency and conformance with supervisor's standards and procedures; assure that proper clearance has been obtained when necessary.
- Responsible for student workers
- Perform administrative functions such as payroll preparation, travel reports, supply requisitions, budget transfers, etc.
- Operate personal computer, fax machine, copier, scanner, etc.
- Maintain employee, student and general files
- Assist other faculty, administrative assistants, and department heads in other departments when necessary

Education: Southern University – 1967-1968
Elite PBX & Business College – 1968-1969 – Certificate