

# YVONNE ANN REID

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## SUMMARY

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### **Administrative Manager - Business Administrator**

Practical, detail oriented and thorough with a highly developed work ethic. One who takes commitments and obligations seriously. Focused on ensuring the welfare of others, highly observant and quick to make others feel at ease. Organized and excels at anticipating what needs to be done. Respectful of authority, history and tradition, strives to maintain a harmonious environment offering service to others. People oriented and communicates best one-on-one.

## HIGHLIGHTS

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- Our Lady of the Lake University, National Honor Society in Business, Delta Mu Delta
- Kappa Gamma Pi, the National Catholic College Graduate Honor Society

*Ann has been a critical member of this team. I could always count on her to get the job done and her work was professional, accurate and timely. She watched the budget and supervised staff to ensure things stay on track. She has a highly developed work ethic and takes her work seriously. Things always seem to run smoothly when Ann was taking care of the staff and the work. I would highly recommend her."*

**Michael Lichtenstein, MD, Professor, Former Division Chief, Department of Medicine, Division of Geriatrics, Gerontology and Palliative Medicine, UTHSCSA**

## EXPERIENCE

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### **The University of Texas at San Antonio**

#### **Administrative Services Officer I, The Center for Archaeological Research (CAR)** • San Antonio, TX 2017-Present

- Coordinates all administrative operations of the department.
- Manages all fiscal activities of the department; develops budgets, prepares reports and cost analyses, and monitors expenditures. Maintains a sound financial state for the department.
- Coordinates and supervises administrative support staff and work study students.
- Coordinates and completes special projects as needed.
- Maintains personnel records for staff.
- Coordinates all new hire paperwork for work study students and persons of interest.
- Acts as a liaison with other University departments regarding projects, research, budgets, and other administrative issues.

### **The University of Texas at San Antonio**

#### **Administrative Services Officer I, University Communications and Marketing** • San Antonio, TX

- Provided direct administrative support to the Associate Vice President for University Communications and Marketing.
- Served as office manager coordinating day-to-day administrative activities of the department including budget management, purchasing, travel, and timekeeping responsibilities.
- Maintained calendar of Associate Vice President, which includes scheduling meetings and appointments as requested.
- Posted and reconciled accounts in Quicken, monitor expenditures and prepare monthly budget reports maintaining a sound financial state of the department.
- Coordinated all new hire paperwork for hourly employees ensuring all required documentation is submitted to HR in a timely manner.
- Coordinated all new hire paperwork for work study students and persons of interest.
- Supervised Senior Administrative Associate.

- Disseminate important policy and procedure information to staff.
- Act as liaison with other University departments and external agencies ensuring highest level of tact, diplomacy and judgment necessary.

## **The University of Texas Health Science Center at San Antonio**

**Business Administrator, Dept of Medicine** • San Antonio, TX

2010 – 2017

The University of Texas Health Science Center at San Antonio is an institute of health science education and research located in San Antonio. UT Health San Antonio is the largest health sciences university in South Texas.

- Provide professional level management support to Division Chief to direct and oversee administrative and business operations.
- Manage the fiscal activities including budget preparation, expenditure approval, procurement and reporting for grant and contract funds, budget allocations, cost analyses and monitoring. Assist in the preparation of research grants and ensure timely reporting.
- Supervise exempt and non-exempt support staff, provide training and coordinate the day-to-day activities of support staff. Oversee the recruitment of new faculty and staff.
- Ensure compliance with applicable laws, regulations, policies and procedures.
- Work with confidential information daily.

## **MBO Partners, Logistics Health, Inc (LHI)**

**Independent Contractor (part time)** • Herndon, VA

2009 – Present

LHI has been simplifying the logistics of complex workforce health programs with cost-effective solutions and seamless distribution processes since 1999.

- Travel to various locations to oversee large-scale health care programs Reserve Health Readiness Program (RHRP) that ensures the physical and mental readiness of service members in the Reserve, Guard and on Active duty from all branches of the United States Military.
- Physical Health Assessment (PHA) Oversight Event Administrator and Lead for the following services: administrative services, blood pressure checks, visual screenings, height and weight measurements, dental, audiology, vision, radiology, laboratory, immunization and physical exam services for our military service men and women (oversight/lead to approximately 8-35 providers per event).
- Coordinate all event related issues and event staff including pre-event set up.
- Identify spatial/logistical requirements based on service types and coordinate set up to ensure good traffic flow through the event.
- Locate equipment and ensure its accessible, meets customer requirements, and perform equipment inventory.
- Liaison between military Point of Contact (POC) and all team leads to communicate changes made and ensure communication back to LHI and other teams.
- Assist and direct teams with uploading/loading supplies, event flow, break/lunch rotation, and resolving any conflicts.
- Collect and provide post event reports to military POC and LHI.

## **Our Lady of the Lake University (OLLU)**

**Assistant to the Dean** • San Antonio, TX

1999 – 2010

OLLU is a coeducational comprehensive institution with an enrollment of more than 3,100 students. With its main residential campus in San Antonio and non-traditional programs in other cities in southern Texas.

- Reported directly to the Dean of the Worden School of Social Service.
- Assisted with complex administrative duties and daily operation of two academic programs (graduate and undergraduate social work).
- Provided office management, fiscal management and personnel support. Supervised up to 12 work study students per semester.
- Composed and prepared correspondence, memorandums, accreditation materials, forms, newsletters, manuals, and reports.
- Maintained confidential student records and files.

## EDUCATION

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### **Our Lady of the Lake University**

*Master of Business Administration Electronic Commerce Management*

- Kappa Gamma Pi, the National Catholic College Graduate Honor Society

### **Our Lady of the Lake University**

*Bachelor of Arts Management*

- National Honor Society in Business, Delta Mu Delta, Kappa Gamma Pi

## CERTIFICATIONS

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- State of Texas: Notary Public Dec 20, 2020

## SKILLS

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- Excellent written and verbal communication skills
- Outstanding logistical abilities, understands budgets and accounting reports, detail oriented, problem solver
- Proficient with Microsoft Office including: Word, Excel, PowerPoint, Access, Outlook

## PERSONAL INTERESTS AND VOLUNTEER INVOLVEMENT

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- American Cancer Society - Road to Recovery Program Volunteer
- Various Board positions held and professional affiliation memberships