**Jane Archer**

**Chicago, IL**

*Jane Archer has been working in the Education field for many years now. With a primary focus on Budgeting and Tax information specifically. She teaches many students the finer points of Tax regulation and Budget downfalls.*

**Summary of Qualifications:**
Results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in the financial, training, and communication transmission industries. Experience in many financial organizations and the impending changes it brings.

Major strengths include strong leadership, excellent communication skills, competent, strong team player, attention to detail, dutiful respect for compliance in all regulated environments, as well as supervisory skills including hiring, termination, scheduling, training, payroll, and other administrative tasks. Thorough knowledge of current manufacturing practices, and a clear vision to accomplish the company goals. Computer and Internet literate.

 **Professional Accomplishments:**

* Facilitated educational projects successfully over the past two years for Northern California blood centers, a FDA regulated manufacturing environment, as pertaining to cGMP, CFR's, CA state and American Association of Blood Bank (AABB) regulations, and assure compliance with 22 organization quality systems.
* Provided daily operational review/quality control of education accountability as it relates to imposed government regulatory requirements in a medical environment.
* Assisted other team members in veni-punctures, donor reaction care and providing licensed staffing an extension in their duties by managing the blood services regulations documentation (BSD's) while assigned to the self-contained blood mobile unit (SCU).
* Successfully supervised contract support for six AT&T Broadband systems located in the Bay Area. Provided customer intervention/resolution, training in telephony and customer care, Manpower Scheduling, Quality Control, Payroll, and special projects/plant extensions and evaluations to ensure proper end-of-line and demarcation signal.
* Reduced employee turnovers, introduced two-way communication to field employees, enhanced employee appearance, and spearheaded the implementation of employee (health) benefits.
* Supervised and maintained the position of System Technician in charge of status monitoring and the integration of monitoring devices in nodes and power supplies. For the reception and transmission of telemetry to the network operation centers (NOC's) located in Denver, CO and Fremont, CA. Designed plant extensions, improved the paper flow and inventory control for the warehouse. Provided preventative maintenance at the system level, face to face customer interaction when required ,and traveled to several telephony/@home