

APRIL O. COLEMAN

Objective: *To work for a governmental agency where I can offer my professional administrative services to enhance the organization's efficiency, effectiveness, and responsiveness to the customers in which they serve.*

Volunteer Positions: Guardian Ad Litem (NC Courts, 2010)
Chairman of the Volunteers in Police Services (VIPS) for Guilford County Sheriff's Dept
Licensed Foster Care (Exp. 2007)
Teen Court
Youth Choir Director & Minister of Music (Wells Memorial COGIC)
Big Brother/Big Sister

Work History:

Guilford County Emergency Services

2011 - Present

Administrative Officer

Manage the administrative office for the Department of Emergency Services. Supervise one clerical staff and light duty Paramedics assigned to the administrative office. Solely responsible for support of the managerial staff comprised of a Director, EMS Chief, Fire Chief, Fire Marshal, Battalion Chief, Deputy Chief of Fire Inspections and Fire Investigation Battalion Chief. Primary duties are: Oversee a budget of \$ 25,000,000, Execute accounts payable and accounts receivable transactions, monitor budget transactions and transfers, process requisitions to generate purchase orders for items ranging from ink pens to items as large as Emergency Response Vehicles. Compose various revenue and expenditure reports, daily cash deposits, manage petty cash, vendor setups, handle travel arrangements for trainings and conferences, purchase medical supplies, inter-fund exchanges, submit mileage reports for each emergency vehicles, circulate contracts for approval signatures, make contract payments, serve as liaison handling transactions between internal departments such as Purchasing, Finance, IT, Facilities and Budget. Assist Human Resources in the role of mediator for county disciplinary procedures. Serve on interviewing panel for new hires. Maintain agenda items presented to the Board of Commissioners. Supervise clerical staff and provide feedback to daily performances and annual appraisals, participate as an active member of the department's leadership team.

Guilford County Child Support Enforcement

2008 - 2011

Administrative Assistant

Provided administrative support to the managerial staff of Child Support Enforcement. Supported the Director, two Assistant Directors, five supervisors in Greensboro, NC and three supervisors in High Point, NC. Provided general assistance to a staff of sixty-six employees. Primary duties were to: Purchase office supplies, handle mail distribution, oversee petty cash, process accounts payable and accounts receivable transactions, prepare annual budget and monitor daily spending, generate monthly budget reports, serve as liaison between internal departments, maintain contracts and contract payments, process federal reimbursement reports, make travel arrangements for trainings and conferences, handle all arrangements for staff meeting, serve as member of the emergency evacuation board, serve as the United Way coordinator for our department, assisted as a Mediator for County Human Resources Director /Deputy County Manager, keep track of and distribute annual performance appraisals for all staff.

Guilford County Information Services

1998 - 2008

Administrative Officer

Managed the Administrative office for the Department of Information Services. Solely responsible for support of twelve Managerial staff. Primary duties included: Handling travel approvals and arrangements for Director, execute accounts payable and accounts receivable transactions, daily cash deposits, manage petty cash, maintain 50+ contracts and process contract payments, monitor budget transactions and transfers, generate vendor setups, maintain and distribute revenue and expenditure reports, manage purchases, process inter-fund exchanges, distribute contracts for approvals and process payments, serve as liaison between internal departments such as Purchasing, Finance, IT, Facilities and Budget, provide assistance to Human Resources aiding as mediator for county disciplinary procedures. Develop and monitor a multidisciplinary budget for all areas of the IT department. Maintain agenda items presented to the Board of Commissioners. Supervise four clerical staff and provide feedback to daily performances and annual appraisals. Oversee cell phone usage of all county employees; serve as an active member of the department's leadership team.

Guilford County Public Health Department (Women's Health)

1993 - 1998

Office Specialist

Serve as the assistant to the Administrative Assistant. Primary Duties: Typing, filing, process employee time allocation reports, proofread time sheets, provided assistance to the Vasectomy clinic and Women's Health clinical staff when needed.

Education: ***University of North Carolina – Greensboro*** ***2010 – 2018***

Major: Sociology

Concentration: Criminology

Degree: BA Degree

Guilford Technical Community College (Part time student) ***1984 – 1986***

Major: Secretarial Science – Executive

Minor: Accounting

James B. Dudley Sr. High School ***1981 - 1984***

Graduation Date: 05/1984

Special

Licenses: Licensed Electronic Notary Public (Exp. 02/24)
Certified Mediator with NC Dispute Settlement (Since 2007)

Skills: MS Office (Word, Excel, Publisher, PowerPoint) Microsoft Outlook
Kronos Timekeeping Software Lawson Financial & Procurement Software
Excellent Organizational Skills Effective People Skills
Supervisory Skills Experience with Government Budgeting

References: Beverly Lawson, *Lawson Accounting Firm, Tax Preparer*
Phone: (336) 207-2247

Daren Nunn, *Operations Manager, Guilford County Emergency Services*
Phone: (336) 641-6984

Teresa Monroe, *Administrative Assistant, Guilford County Emergency Services*
Phone: (336) 312-3824