

## RESUME

DIANA RUPPERT  
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Balch Springs, TX 75180

### ABOVE ALL PLUMBING

MESQUITE, TX 2007-2008

After relocating to Texas in July 2006, my husband and I decided to take some personal time to travel and visit relatives and friends in other parts of the country, and then spend time with our grandsons. In January 2007, I was hired by our son to organize and set up office procedures and computerize his accounting system for his business. I was working as an outside consultant on a 1099 basis, for six months. Upon completion of the project, I agreed to take care of my three grandsons while my daughter-in-law worked full time. This lasted through the end of the year and into February 2008. I came to realize how much I missed working and look forward to re-entering the public work force. I am confident that I have much to contribute and I am excited for the opportunity to do so.

### ELEMENTARY SCHOOL SECRETARY NORTHLAND COMMUNITY SCHOOLS (Letter of Recommendation Available)

REMER, MN 2001-2006

As secretary to the principal of an elementary school, I was responsible for all of the state/county/district reporting, including daily attendance, busing issues, discipline reporting, lunch accounts, and calendars. This was a highly sensitive and confidential position with regard to student files, teacher files and assisting the principal. I coordinated all school holiday programs, field trips, assemblies, parent-teacher meetings. I also was responsible for the school's accounting, including travel arrangements, AR/AP, budgets, expense reports and checking account. My position was for eleven months per year. I resigned because my husband and I had made the decision to relocate to Texas to be nearer our family.

### OFFICE MANAGER CHRISTIAN COMMUNITY SCHOOL

GRAND RAPIDS, MN 2000-2001

I was offered a position as office manager by one of the school board members, to reorganize the business office and the front office duties for this school. At that time, I felt it would not be a good move for me on a permanent basis, but I did agree to take on the task of organizing on a temporary basis and stayed until the assignment had been completed. This was accomplished by setting up a computerized accounting system and completely updating the billing/collections, filing system, confidential student and staff records. I prepared an office procedures manual and hired and trained a new, permanent secretary for the

OFFICE MANAGER CHRISTIAN COMMUNITY SCHOOL (continued)

office position. Although by this time I had found other employment, I continued to handle the payroll and payroll taxes for the school for some time, at the request of the board chairperson.

CALL CENTER AGENT  
ARROWHEAD PROMOTIONS

GRAND RAPIDS, MN 1995-1999

In this capacity, I was part of a team support for Campbell's Labels for Education, which is a nationwide program that offers school supplies to educational systems by accepting Campbell's labels in lieu of actual funds. This was not a telemarketing position. The staff did not make calls, but we did receive calls from school representatives regarding how the program worked. While I did enjoy the position, it was my first job after moving to Minnesota, and I wanted to look for a more challenging position.

ADMINISTRATIVE ASSISTANT  
SHAPPELL INDUSTRIES, INC.

BEVERLY HILLS, CA 1898-1994

As administrative assistant to the executive vice president and general manager of a major real estate development corporation in southern California, I was liaison between architecture, subcontractors, decorating, advertising and sales. In addition to my general secretarial duties, I prepared all of the reports, charts and expense reports and I was also responsible for organizing and coordinating various company events, such as grand openings and promotional dinners. I married in September of 1994 and we moved to Minnesota in November.

INSURANCE SUPERVISOR  
BRADFORD A. FLACK, M.D., INC.

CENTURY CITY, CA 1984-1989

As the Insurance Supervisor, I was hired to supervise forty medical clinics from Santa Barbara, California to San Diego, California. My main responsibilities were to hire and train the billing personnel and the front office receptionists. I also developed a code manual for billing purposes. While I spent a large amount of my time traveling from clinic to clinic, I also reported to the headquarters on a weekly basis. This was a new corporation and very aggressive in its acquisitions. The business grew much too rapidly and ended in dissolution in 1989. At that time the CFO, Gilbert Jacobs, referred me to a one of his business associates who was searching for an assistant. I was offered, and accepted, the position at Shapell Industries.