

# **JO ANN M. TURNER**

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## **EDUCATION**

**Hardin-Simmons University, Abilene, Texas**  
**Coursework in Teaching and Business**

**St. Edwards University, Austin, Texas**  
**Coursework in Business**

## **PROFESSIONAL EXPERIENCE**

**4/09/07-3/11/08**

**Marketing Coordinator**  
**Haynes Whaley Associates, Inc.**

Develop annual Marketing Goals and Objectives with strategies and budget for Marketing Department. Prepare RFQ and RFP packets; brochures; special research projects; researching the internet, newspapers, and all other mediums for project leads; schedule meetings with new, existing or past clients to uncover project opportunities; create client relationships to obtain new projects and schedule meetings for Vice President; meet industry counterparts and develop relationships for potential new business; develop project sheets for Austin Office projects; report on planned and executed sales activities to appropriate level of management; maintain marketing files and data bases; coordinate photography for all projects and employee events; coordinate special events for engineers/families (minimum of 6 per year); attend all industry related marketing entities (SMPS, RECA, CREW, etc.); committee participation; assist Accounting by calling on accounts receivable items to confirm payment status, answer billing questions; create new project files in Deltek software system; relieve Administrative Assistant/Receptionist

**8/25/06- 3/31/07**

**Temporary work for UTemp, University of Texas, Austin**

Computer Science Department; The Honors Center (VP for Student Affairs) and VP for Research, McCombs Business School, Graduate School; Graduate Studies

**10/20/03-07/07/06**

**Executive Assistant/Office Manager**  
**SHW Group LLP, Architects/Engineers, Austin**

Responsible for Sr. Vice President and Project Managers; AIA contracts for K-12 and Higher Education; Marketing Coordinator (responsible for all RFQs (proposals); Billing Administrator (A/P and A/R) for K-12 and Higher Education; maintain reference/samples Library, hire/train Receptionist; Staff Events Coordinator; organize and establish filing systems including confidential files, review/approve weekly time reports for all staff; travel coordinator; Notary function; meeting coordinator/planner for continuing education program; assist

new employees with personnel documents; buyer of all supplies; and trainer/trouble shooter for all office equipment.

**01/02/02 - 08/01/03 Board and Committee Liaison/Executive Assistant  
Texas Society of Architects – Austin, TX**

Maintained records, generated minutes, reports for three (3) entities: The Society, Texas Architects Committee (TAC)—the architects' political action committee. Responsible for architect contributions and issuing checks/correspondence to political candidates. Set up meetings with agendas and generated minutes for follow-up; Texas Architectural Foundation (TAF); provides scholarships to students attending the eight (8) architectural schools in Texas. Required extensive knowledge of endowments, memorials, grants, keeping the donors happy and extensive collaboration with Deans/faculty.

Board and Committee Coordinator for 29+ committees and task forces; prepared board notices, requested reports, formatted and published a quarterly board packet; personally responsible for two important committees: Honors (annually awards architects, schools and the media for exemplary design and service to their communities); prepared congratulatory letters and certificates for presentation at the annual convention; and, Architecture for Education (interfaces with school boards, Texas Education Agency across the state); organized meetings, minutes; responsible for all Society records and archives. Generated/maintained annual membership roster of officers and committees. Relieved the receptionist on a daily basis. Assisted at the annual Convention with registration and other assigned duties. Production of lists, labels, reports for other departments.

**06/01/01 – 12/31/01 Customer Service Manager.**

**Wal Mart, Austin, TX**

Responsible for all cashiers on my shift, Customer Service Desk and the door greeters. Temporary work.

**01/02/01 – 05/31/01 Customer Service Manager**

**Office Depot, Austin, TX**

Responsible for all cashiers on my shift and the Customer Service Desk. Temporary work.

**04/01/85-10/30/99 Real Estate and Insurance – Self Employed, Austin, TX**

**RELATED EXPERIENCE**

**10/01/99-12/31/00 Volunteer in Honduras.** Taught parenting skills to citizens in Spanish.

## **HONORS AND AWARDS**

**1980-1981**            **Texas Hospital Association (Medical Staff Services) Society, Austin, TX**  
President of Statewide organization of Medical Staff and Board Administrative Assistants

**1980-1981**            **Ladies Oriental Shrine of America, Austin, TX**  
President of a 1,000+ women's philanthropic organization raising funds to support the Shriner's Crippled Children's Hospitals and the Galveston Burn Institute

**Won 9<sup>th</sup> Grade city-wide Austin ISD spelling Bee, Austin, TX**

**Won citywide Austin ISD art contest for the Symphony League Concert Program Cover; appeared on local television program**

**LICENSES**            **Real Estate Broker - 1985-1999 (Inactive)**

**LANGUAGE**            **Fluent in Spanish**

## **ADDITIONAL AREAS OF RESPONSIBILITY/SKILLS:**

**AIA Contracts**  
**Office Manager Duties**  
**Supervise Receptionists/administrative assistants/personnel assistants**  
**Excellent computer skills: Microsoft Office Suite, Adobe, Access, Filemaker, Graphics, Photoshop, Quark, InDesign, Deltek Vision and others for both Macintosh and PC**  
**Multi-tasker; fast paced**  
**Creative/analytical thinker**  
**Independent Worker**  
**Filing/systems organizer/maintenance**  
**Effective liaison (facilitate communication between people, groups, departments)**  
**Budgeting experience**  
**Billing administrator – AP/AR experience**  
**Receptionist duties**  
**Prepare legal contracts**  
**Manage credentials and confidential information for all levels**  
**Detail oriented**  
**Survey and compile statistical data**  
**Team Player**  
**Excellent customer relations**  
**Cash management**  
**Maintain confidentiality**  
**Personnel/HR Department recruiting/hiring experience**  
**Events Planner**  
**Public Relations experience**  
**Excellent writer for all correspondence issues**

**Experience with mayors, attorneys, and judges to include various legal documents, preparing for city elections, birth/death docket, utility posting**