**RELEVANT EXPERIENCE**

**May 2023 – Present**

**Executive Assistant • Dean’s Office • School of Journalism & Communication • University of Oregon**

* Executive Support
* Project Management
* Sensitive and confidential information/materials
* Highly complex tasks
* Scheduling and calendar management
* Event Planning
* Travel arrangements
* Meeting coordination, materials & meeting minutes

**November 2022 – May 2023**

**Executive Assistant • Office of the Provost • University of Oregon**

* Executive Support
* Project Management
* Sensitive and confidential information/materials
* Highly complex tasks
* Scheduling and calendar management
* Event Planning
* Travel arrangements
* Meeting coordination, materials & meeting minutes

**April 2022 – November 2022**

**Executive Assistant • Anesthesia • Salem Health**

* Support for V.P of Clinical Support, ED, Anesthesia
* Support Anesthesia providers
* Sensitive and confidential information/materials
* Billing /Invoicing / Purchasing
* Assisted in building the new Anesthesia department from scratch.
* Highly complex tasks
* Scheduling and calendar management
* Event Planning
* Travel arrangements
* Meeting coordination, materials & meeting minutes

**October 2021 – April 2022**

**Administrative Assistant III • Care Management • Salem Health**

* Support for office manager and staff
* Processing letters, memos, and a variety of reports
* Filing & document storing
* Telephone communications
* Scheduling and calendar management
* Purchasing and billing
* Travel arrangements
* Meeting coordination, materials & meeting minutes
* Event planning

**Kirsta Urben**



Eugene, Or



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**OBJECTIVE**

I am a dynamic business professional with over 9 years of experience in administrative and executive support. I have supported a range of executives from different organizations. A brief list of some of my strengths are, meeting coordination, travel planning, purchasing, billing, coordinating events, confidentiality, and assisting in managing projects. I believe in building solid and credible relationships at all levels.

**August 2016 – October 2021**

**Executive Assistant • IT Project Solutions • Oregon Health Authority**

* Executive support for the Director, five managers and a staff of 40
* Equipment and supplies purchasing
* Scheduling and paying for educational trainings
* Personnel files and confidential information
* Scheduling and calendar management
* Event Planning
* Travel arrangements
* Meeting coordination, materials & meeting minutes
* Recruitment and interviews
* IT support / Tickets
* Two work out of class as Policy Analyst
	+ Quarterly & Monthly reports
	+ Stakeholder communication and coordination

**August 2015 – August 2016**

**Human Services Specialist • Self Sufficiency • Department of Human Services**

* Telephone Communications
* Document processing
* Assessing customer needs and qualifications
* Mail Processing
* Document archiving

**March 2014 – August 2015**

**Human Services Specialist • Self Sufficiency • Department of Human Services**

* Telephone communications in call center environment
* Verifying Identity
* Working through multiple computer programs
* Providing account information
* Replacement of EBT cards
* Audits
* Inventory

**RELEVANT EXPERIENCE CONTINUED**

**SKILLS**

* Executive Support
* IT Support
* Billing
* Communication Skills
* Project Management
* Scheduling
* Travel Coordination
* Time Management
* Organization Skills
* Collaboration Skills
* Administrative Skills
* Proficient in PPM, Visio, Microsoft 365, Teams, SharePoint, Project Online, Epic,

**Other positions**

**Wells Fargo Banker** 5/2010 – 11/2010

**T Mobile Customer Service** 1/2011 – 5/2011

**United Technologies Tech** 3/2012 – 6/2013

**Catamaran Pharmacy Services** 7/2013-10/2013

**REFERENCES**

**Karen Ford**

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