

# Doreen Trevino

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## PROFILE

My career has consisted of the following positions: Office Manager/Supervisor, Executive Admin.; Assistant; Project Secretary and most recently Financial Assistant. I offer over 20 plus years of administrative skills. I am bilingual in Spanish with excellent interpersonal skills. I possess a positive work ethic and strong organizational skills. I am available to work as soon as possible. I also possess a TWIC ID card for those job opportunities that may require it.

## OFFICE / SOFTWARE SKILLS

Admin. Experience: **1990-2007** w/the Houston Police Dept.

Ten-key by touch / 55 WPM / General office equipment

Microsoft 2007/2010: Word, Excel, PowerPoint, Paint

QuickBooks - Intuit

School: Milby H.S., Houston, Tx. – High School Diploma

Lotus Notes / Outlook 2010

Microsoft SharePoint 2010

SAP Software-Read Soft

Abacus Law Software

## PROFESSIONAL EXPERIENCE

**Financial Assistant** - Aramco Services Company – Career Developing Division (Dec. 2014 – Aug. 2015)  
Houston, TX. (contract position – Aerotek Talent Network, Houston, TX – 713-640-3600)

- Provided financial support services for the Road to Success Program for the company.
- Processed reimbursements for international college students' attending U.S. college universities.
- Responsible for paying students' college tuitions utilizing SAP software.
- Maintained financial electronic files for each student.
- Updated database with new incoming students' basic information as well as handling the processing of all terminations.
- Processed students' travel yearly requests.

**Project Secretary Assistant** – Ventech Engineers Int'l. - Construction Dept. (July 2013 – Sept. 2014)  
Pasadena, TX. (contract position - Gas Unlimited Staffing, Sugar Land, TX – 281-295-5600)

- Administrative support to the company's Construction Manager & Traveler Coordinator when needed.
- Document Control for the company's Vessel Fabrication projects.
- Maintained project drawings/filing system and update project documents as requested.
- Generated and submit transmittals for drawing approvals for Client Approval/Squad Checks/Construction.
- Generated Purchase Requisitions for Paint and sandblasting; Inspection Testing and Stress Relieving.
- Compiled and reproduced documents for project information packages/binders & assist to compile data books.
- Generated Meeting Notes and maintain filing system for weekly project meetings.
- Generated Travel Expense Reports on a monthly basis. Assist with travel reservations.

**Administrative Assistant** – Kaneka North America –Modifier Dept. / Safety Health & Environmental. Dept. (Mar. 2012 – Jul. 2013) - Pasadena, TX. (contract position – Meador Staffing Svc. Deer Park, TX. 281-542-7348)

- Administrative support to the Modifier Production Manager and Safety/Health & Security Director.
- Provided administrative support of a polyimide film manufacturer company.
- Updated the company's Operating Procedure Manuals utilizing 2010 MS SharePoint.
- Generated Purchase Requisitions and goods receipts utilizing SAP software.
- Researched and submitted Material Safety Data Sheets (MSDS) into company's database.

**Executive Secretary** – Houston Wire & Cable Co., Houston, TX (May 2011–Aug. 2011)  
(contract position - Bretthauer/Ramirez Staffing Services, Houston, TX – 281.922.6000)

- Assisted the President and corporate executive staff with administrative support.
- Set-up group phone conferences and luncheons.
- Arranged travel arrangements and maintained calendar meetings and conference room bookings.
- Coordinated registrations for conferences in and out of town.
- Entered monthly data entry financial reports utilizing MS Excel spreadsheets.
- Responsible for all mail outs on Internal Revenue packages when needed.
- Filed weekly and monthly financial reports.

**Executive Assistant** – Ref-Chem, Pasadena, TX. (Jan. 2011–Feb. 2011)  
(contract position - Meador Staffing Services, Deer Park, TX – 281.542.7348)

- Coordinated travel arrangements for Chief Financial Officer (CFO).
- Answered and screened incoming calls for CFO and Vice Presidents.
- Assisted with editing or creating documents using MSWord and Excel.
- Opened, sorted, and distributed incoming correspondence, including faxes and emails.
- Coordinated group meetings and video conferences.
- Handled confidential communications with discretion.

**Office Manager** - Plant Engineering Services LLC (a Fluor Company) - Pasadena, TX. (Nov. 2007-Dec. 2009)  
Human Resources - 281.637.1975

- Managed all office and facilities operations on a daily basis.
- Received an “Outstanding Performance” certificate my first year.
- Acted as an HR Assistant and Benefits Administrator for all new employees.
- Greeted and screened visitors on behalf of all personnel.
- Coordinated and registered all safety training courses and drug screenings.
- Processed receivables for all safety equipment, apparel and office supplies.
- Scheduled and coordinated group meetings, luncheons and phone conferences.
- Assisted Document Control with copying, distributing and filing incoming and outgoing correspondence.
- Coordinated travel reservations for all office personnel and executives.
- Coordinated with in-house and outside IT professionals to ensure proper functioning of computer systems & phone equipment.
- Opened, sorted, and distributed incoming correspondence, including faxes and email.
- Coordinated all Transportation Workers Identification Card (TWIC) certifications.
- Maintained all vehicle logs and maintenance related issues.
- Coordinated all Fundraiser and Event activities.

**Administrative Assistant** - Houston Police Department - Houston, TX. (June 2006 - Nov. 2007)  
Office of the Chief of Police (former Chief Harold Hurtt) — 713.308.1600

- Anticipated the needs of the Chief of Police with the ability to react quickly and appropriately.
- Communicated with executive level employees as well as outside professionals in a diplomatic manner.
- Maintained the Chief’s schedule and ensured appointments were free of conflicts.
- Handled confidential communications with discretion.
- Took initiative to complete assigned tasks with limited direction.
- Viewed, filed or redistributed emails to appropriate department personnel while recognizing high priority emails.
- Reviewed daily schedule and ensured all back-up materials were attached for each appointment.
- Responsible for travel reservations and processed travel expense reports.