

Tanya L. Streeter
Office Administrator
University of West Florida
Center for Environmental Diagnostics and Bioremediation
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EDUCATION

<i>Name of Degree</i>		<i>Year(s)</i>
M. A.	University of West Florida Communication Arts Coursework completed May 1999	Spring 2000
B. A.	University of Florida, Gainesville, FL English major with emphasis on Creative Writing	1982

EMPLOYMENT HISTORY

Job Title
Year(s)

Office Administrator - 1990-present

University of West Florida, Center for Environmental
Diagnostics and Bioremediation, Pensacola, FL

Duties

Travel Agent for employee travel – book flights, hotel, and rental cars

Procurement Agent for Center and grant supplies from scientific and other
companies

Receptionist for the Center.

Appointment setter for Center faculty

Supervisor and trainer of Office Specialist, OPS employees, and student
assistants assigned to the Center.

Monitor and approve timesheets for students and staff.

Bookkeeper and filer for Center grants and projects. Budget maintenance done with the use of integrated spreadsheet/database program. Some filing achieved with use of word processing program and spreadsheet/database program.

Word processor for the Center using word processing and scientific programs for manuscripts, letters, flyers and publications.

Computer and laser printer operator for the Center. Competent in basic computer programming and operation of Dell and Macintosh computers and HP laser printers

Business Operations Supervisor – 2001-2008

Sacred Heart Health Systems, Physical Medicine
Pensacola, FL

Supervisor

Duties

Patient Billing, data entry, phone answering, and word processing.

Secretary – 1986-1990

University of West Florida, Dept. of Chemistry, Pensacola, FL
Panhandle Center of Excellence in Mathematics, Science,
Computers, and Technology

Clerk Typist – 1985-1986

West FL Regional Medical Ctr, West Florida Plus Office, Pensacola, FL,
assigned job through Kelly Services, Inc.

Clerk Typist – June – July 1985

Escambia County School Board, Science Dept, Pensacola, FL

Clerk Typist – 1982-1984

University of Florida, Institute of Food & Agricultural
Sciences (IFAS) Editorial Department, Gainesville, FL

HONORS

Recipient of the 2006 UWF Professional Excellence Awards

UWF Academic Professional Excellence Focus Group Member

Recipient of the 1995 UWF Academic Professional Excellence (APEX) award

Honorary member of the Caribbean Student Association (CARIBSA), University of Florida, Gainesville, FL, August 1981 to May 1983.

Member of Volunteers for International Student Affairs (VISA), International Student Center, University of Florida, Gainesville, FL, February 1978 to December 1980.

SKILLS

Computers: Dell, Mac PowerBook and PC

Computer Programs: WordPerfect, Corel WordPerfect; Microsoft Office: Word, Excel, Publisher and Power Point, Quicken, Adobe Acrobat

Computer Programming: Basic WebPage Design, BASIC

Office Equipment: Hewlett/Packard LaserJet Series Printers; HP DeskJet and OfficeJet Series Printers

OTHER ACTIVITIES

Volunteer for the Special Olympics held at UWF in 1988

Volunteer for UWF graduation ceremonies in 1990 and 1991

Volunteer writer/producer for UWF USPS Christmas Show, 1990 - 1997

Proofreading and editing, 2000-present. Two autobiographies, two fictions, and five books of poetry

Chaired or participated in staff search committees at UWF

Member of Biology and Chemistry Safety Committee (BCSC). Newsletter reporter for BCSC. 2008- Present

HOBBIES

Writing, reading, sewing, and typing

LICENSES

December 2007 – Present: State of Florida Notary Public