



Programs we are proud to support

Impact Personal Safety.com

Engage life without fear with adrenalized training.
Strong enough for a man, designed for women.
<http://www.impactpersonalsafety.com/>

U.S. News & World Report ranks Oxford Academy (Cypress) as the
#2 Highest Performing School in the State
Please add **Oxford Academy/Vocal Motion** to your **AMAZONSMILE** account
<http://www.usnews.com/education/best-high-schools/california/districts/anaheim-union-high/oxford-academy-1748?int=c0b4c1>

Saving Innocence.org

Confronting the local epidemic of trafficking through intervention,
and educating authorities as well as survivors.
<http://www.savinginnocence.org/>

Camfed.org

When you educate a girl, you educate the village.
<https://camfed.org/>

Community

We are proud to support programs demonstrating success, primarily with emphasis on the protection, development, and education of women and girls.

Other organizations we love

- ♦ Habitat OC Women Build
- ♦ Pioneer Park Neighborhood Watch
- ♦ Oxford Academy—Cypress CA
- ♦ Camfed.org

CollinsCorp
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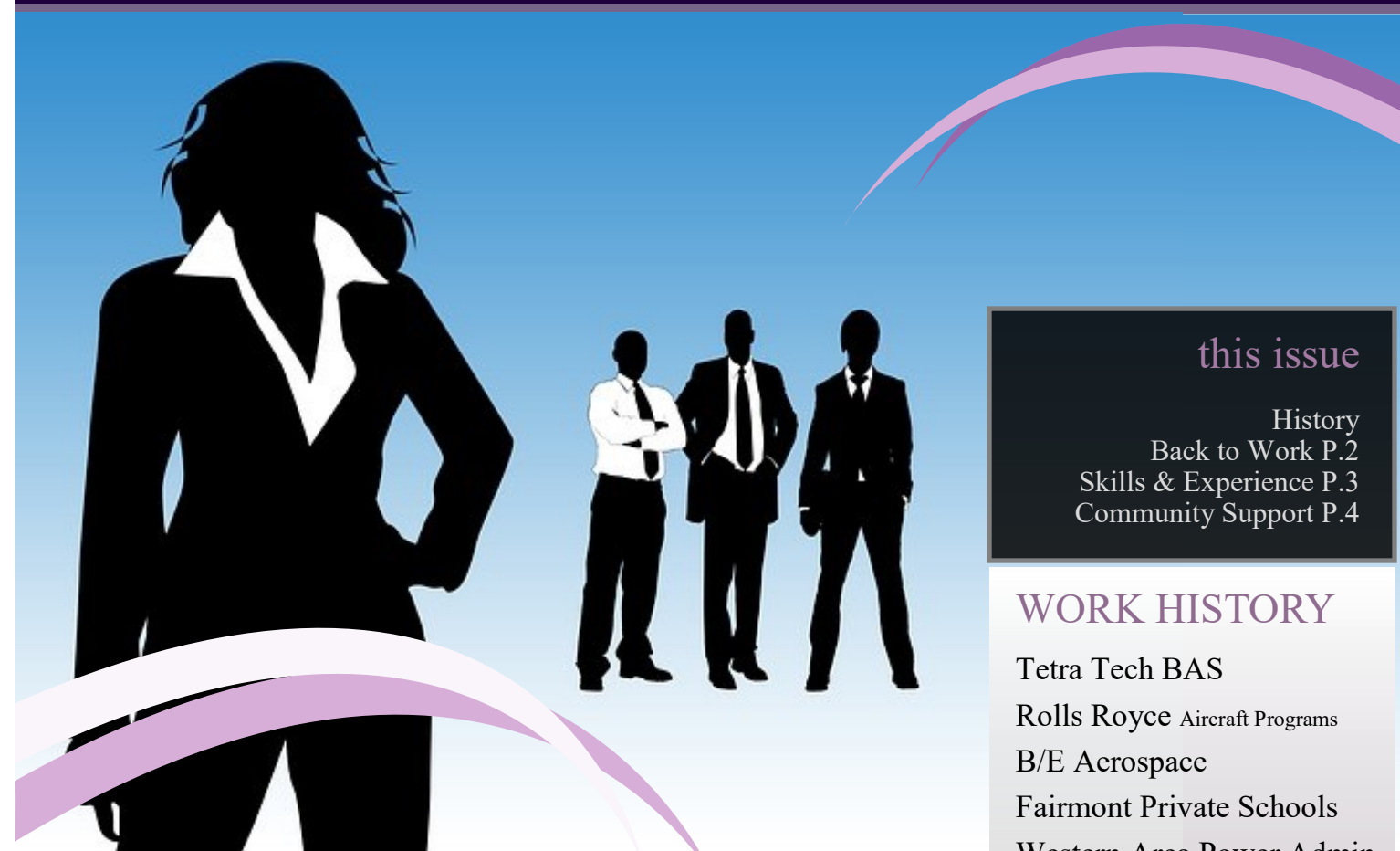
YouTube/CollinsCorp
LinkedIn/Shelly D. E. Collins



Executive Administration

Bachelor of Science
Business Management

Summa Cum Laude
Anaheim, CA



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WORK HISTORY

Tetra Tech BAS
Rolls Royce Aircraft Programs
B/E Aerospace
Fairmont Private Schools
Western Area Power Admin
Capital Group
Disney
Rushmore Group

ADMINISTRATION

EXPERIENCED
ACCREDITED
ENERGETIC
RESOURCEFUL
ADAPTABLE

*Creating order
out of Chaos,
one company at a time*

Executive Administrative Management

Creating Order out of Chaos since 1977

Shelly Collins comes to you with a B.S. in Business Administration Management, and twenty years of administrative experience managing the administrative demands of top companies such as:

Tetra Tech BAS, Rolls-Royce Aircraft Programs, B/E Aerospace, and Western Area Power Administration, to name a few.

Shelly is highly proficient in MS Office programs with *advanced proficiency* in Word, Excel, Outlook, PowerPoint, and Publisher; and proficient scores in other MS Office programs such as Access, Project, and Visio. Shelly adapts quickly to financial software programs such as QuickBooks, Mas90, and Quicken, in addition to several corporate specific processing systems. Shelly is currently in the school of Technology, earning her Associates in Network Management in 2016.

Recommendations available upon request.

Filling the Gap

Executives specialize in their field . . . & administration?

I've noticed that as technology advances, more and more executives are requested by their corporations, as a cost-saving measure, to operate with less administrative help, and execute tasks such as coordinating their own travel, processing their own expense claims, and coordinating their own projects including detailed billing of their work.

This has resulted in managers and executives spending more time at work in an effort to let technology and related services (such as travel) support their efforts.

It is becoming clear that this approach results in longer hours for managers, executives, and their teams; and less resources for their projects.

If fewer qualified people are expected to perform the same amount of work, the results can only be lower quality or fewer projects.

I have watched this happen time and time again. Unsung heroes are eliminated, & productivity falters.

Of course there are times when there are too many players on the field and a reduction in force is

necessary, but when you are considering which players add value and which are dead weight, weigh the options carefully, especially with administration.

I have seen productive clerks eliminated, only to find the department buried in paperwork that would have otherwise been archived a year later; in addition to dead plants, empty unanswered ~~fax—machines~~ messages, and a void where a unique talent was taken for granted as transferable to anyone else.

Proper administration of any organization provides peace of mind to the entire department, and allows specialist to focus on what they were trained to do.

Give me a call when you are ready to take your life back and get control of your department.

~Shelly Collins
Shelly@CollinsCorp.Biz



Get Back to Work

Your company expects you to perform to your maximum potential, especially if you are the

Owner, President, CEO, or other executive.

Do you have the appropriate administrative support?

How much more productive could you be if you were performing fewer of the following tasks?

- ♦ Accounting
- ♦ Communications
- ♦ Time Management
- ♦ Scheduling
- ♦ Travel
- ♦ IT Support
- ♦ Word Processing
- ♦ Document Control

Get back to the work you are passionate about & leave administration to me.



Energy Attitude Resourcefulness

Working and traveling around Hilo, Keaau, & Kilauea (KMC) Hawaii was an amazing experience; and assisting the top seller of **Hicks Homes** taught me the finer art of networking, volunteering, and being ready for anything.

Assignments ranged from showing and customizing model homes; to coordinating and supporting events, and even assisting in dynamite blasting through lava in order to locate utilities for some of the structures.

The next 10 years transverse **California, Hawaii, Montana, and Utah** where I developed skills in various markets, including, the Bozeman, MT U.S. Forest Service; hydroelectric power delivery at WAPA, live theatre at Promised Valley Playhouse, the school of medicine and small business development center at the University of Utah; Eastern Airlines reservations; and APEX call center.

I returned to California in 1988 ready and honored to accept a challenge from one of the largest and best aerospace companies in the world,

Rolls-Royce Aircraft Programs

When aerospace downsized, and after a break to get married and start my new family, I was equally as honored to provide international customer services for airline interior spares with

B/E Aerospace
until the facility moved from Anaheim to Winston-Salem NC.

Tetra Tech BAS

Business Administration / Executive Management

I joined the BAS team in 2008 to assist the Vice President of the Solid Waste Division and her team of engineers address local landfill design, expansion, closures, and rehabilitation.

Our #1 ranking in Solid Waste (ENR) attracted the attention of global environmental giant, Tetra Tech Inc. We transitioned to corporate standards and expanded services throughout the U.S., Guam, Tinian, and considered prospects from Puerto Rico and Azerbaijan.

During subsequent restructuring, I extended civil licenses, participated in expanded bidding, processed over \$100K in expense claims annually, coordinated domestic & international travel for various managers, supported events, and coordinated team and project scheduling while earning a B.S. in Business Administration Management, graduating Summa Cum Laude in 2014.

Aerospace

Rolls Royce
B/E Aero
Eastern Airlines

Engineering & Construction

Bryan A Stirrat & Assoc.
SRD Engineering
Brutoco
James David Custom Homes

Environment

Western Area Power
Tetra Tech—Solid Waste

Academic

University of Utah
-School of Medicine
-Small Business Development Center
Fairmont Private Schools