

May 2025

To whom it may concern,

I create order out of chaos.

I am very experienced with word, excel, outlook, powerpoint, publisher, MSProject scheduling, sharepoint, and other office suite programs, as well as adaptable to corporate specific programs such as MAS90, Quicken, and TetraLinx.

I have a Bachelor of Science degree in Business Administration, Management, have worked in executive, corporate, business administration for over 20 years, and excel at what I do. I literally specialize in the Science of Business Administrative Management in ways that are challenging to comprehend outside of this particular field of expertise.

My experience with Global Corporations includes Tetra Tech Inc., Rolls Royce Aircraft Programs, B/E Aerospace, and Eastern Airlines. I have also worked for Western Area Power Administration and locally, SRD Engineering, Advanced Earth Sciences, JDCH Custom Homes, Brutoco Construction and Engineering, and Moulton Niguel Water District.

I have strong organization & computer skills, and high energy & enthusiasm. I also am a creative, result oriented, highly motivated, highly (sometimes overly) focused, self-starting professional with advanced administrative experience; primarily in aerospace, government, engineering, & construction, and I apply that experience effectively & efficiently with minimum or no supervision.

I've renewed focus on community engagement since my last assignment, including riding in the Anaheim Unity Parade with our district leader, attending our Mayor's State of the City address, neighborhood projects, and continuing my partnership with the Habitat for Humanity Women Build division, primarily in meetings, on committees and participating in the playhouse program that funds appliances for the builds. I am also renovating an investment property to utilize as an on-site Airbnb or rental.

I have been working temp to perm throughout my career and love the opportunity to get to know a new working environment, as well as the opportunity for a company to determine whether skills, talents, and humor coincide with their established norms.

I look forward to working with you for as long as my services are needed, and willingly cooperate with transitions when goals and strategies are accomplished.

Sincerely,

Shelly Collins

Shelly@CollinsCorp.Biz

Bachelor of Science ~ Business Administration, Management
657 230 7330

Brief Work History

- [Moulton Niguel Water District](#)
- [James David Custom Homes](#)
- [Rushmore Group / Settlement Masters](#)
- [Advanced Earth Sciences](#)
- [Tetra Tech BAS](#)
- [B/E Global Aerospace Services Group](#)
- [Fairmont Private Schools](#)
- [Rolls Royce Inc Aircraft Programs](#)
- [Eastern Airlines](#)
- [Western Area Power Administration](#)



Dynamic administrative, operations, and accounting management services for top global corporations, primarily in aerospace, government, engineering, education, & construction. Creative flexible, resourceful, innovative, accurate, accountable, fun, & fast

SKILLS

- **Accounting** support: payables, receivables, payroll, billing, and reporting.
- **Efficient and effective** organizational and time management skills. Maximum productivity with minimum assistance.
- **Event** coordination as needed.
- **Marketing** support: Constant Contact email campaigns & websites, powerpoint media clips, website builders
- **RFQ/RFP** bid development, editing, outreach, research, analysis; bonds, insurance, printing, assembly, submission, & follow-up.
- **Systemize & Streamline** processing for increased productivity in less time, and overflow control.
- **Team Player** – represent organization professionally, create synergy, allow executives to do what they do.
- **Travel** coordinator: hotel, air, and transportation.

TECHNOLOGY

- **Bidding:** Public Purchase, BidSync, BAVN, PlanetBids, etc.
- **Database** Information Management programs including DIR reporting, MLS research etc.
- **Financial tracking** programs: Corporate specific accounting & investment management programs (Capital Group, B/E Aerospace), **Oracle**, QuickBooks, Quicken, PMPortal (Tetra Tech), and Mas90 (accounting).
- **MS Office:** Word, Excel, Outlook, Powerpoint, Publisher, Printshop, Project, Visio, etc.
- **Software** installation and Operating Systems management, basic IT troubleshooting, some social networking
- **Adaptable** to a variety of MS Office & general programs i.e. AdobePro, Hightail, etc. as needed.

INDUSTRIES

Engineering–Aerospace, Civil, Environmental, Hydroelectric: **Finance**–input management/reporting, HNW structuring: **Construction / Real Estate**– office management, bidding, contracts, research, & analysis. **Education**–college/schools

MANAGEMENT EXPERIENCE

Insurance Compliance

Moulton Niguel Water District

Coordinate with Sr Contract Manager to update over two hundred insurance policies for various projects.

May – August 2024

Laguna Hills

Operations Manager – Accounting

James David Custom Homes

Accounts management, payables, receivables, billable capture, digital processing. Resolved severe accounting lockup.

Jul 2023 – Jan 2024

Irvine California

Executive Coordinator – Administration/Marketing/Advisor Services

Rushmore Group / Settlement Masters

Constant Contact marketing promotions, website building, advisor coordination, technical support, general admin & scheduling.

Jun 2021 – Oct 2022

Newport Beach California

Office Manager – Administration/Accounting

Advanced Earth Sciences

Updated administrative and accounting processing of specialized geological corporation. Proposals & reports.

Feb 2016 – Sep 2020

Irvine California

Project Coordination-Concrete Pours Management/Vaults (Temporary)

Underground Construction

Coordinate cement pours with superintendents, foremen, suppliers, engineers, and senior project manager. Ensured correct mixes (ftb, cap, slurry), coordinating services (inspectors, surveyors, washout, pumps, dig alert, etc.), & deliveries to multiple unmapped & mobile locations; streamlining a complex process. – SCE TRTP Undergrounding (Tehachapi Renewable Transmission Project)

Oct 2015 – Dec 2015

Chino Hills California

Executive Admin to VP SW Dept & team

Tetra Tech BAS Inc.

Joined BAS, helped transition to corporate standards, designed to empower executives with self-administration.

- **Software** – Maintain training on Tetra Tech systems: i.e. PM Portal, Traviision, Oracle, and Tetra Linx.
- **Bid** development research, printing, assembly, submission, and post-bid as needed.
- **Licensing** – NCEES processing to extend engineering licensing to other states and territories.
- **Reporting** – Design, edit, update, format, and finalize various client engineering design/permit reports.
- **Travel** coordination utilizing corporate travel services.
- **Accounting** – draft billing summaries, update, research, finalize as needed. Expense claims \$100K+.
- **Coordination** – Event support. Meetings – venue, catering, presentations, a/v, etc. Communications, scheduling, & document control for VP, multiple Project Manager/Engineers, surveyor, CADDs, & designers.

Jun 2008 – Sep 2014

Diamond Bar California

EDUCATION

2010-2014 B.S. – Business Administration/Management (Summa Cum Laude) – Westwood College
 1996 –present Licensed Real Estate Broker – 01209711

ONLINE

Website CollinsCorp.biz
 LinkedIn <https://www.linkedin.com/in/shelly-collins/>

HISTORY

Executive Administrative Support – Executive Team (Temporary 1.5wks) **Mar 2015 – Jun 2015**
Claremont Institute Ontario California
Initially to help coordinate a dinner event, expanded to over 700 participants. Retained to catch up on various tasks neglected in preparing for event. Database management, report modifications, client tracking and communications, publication distribution.

Receiving Manager & Accounting Support (Temporary) **Jun 2015 – Jul 2015**
Link4Corp Yorba Linda, CA
Managed complex receiving process and assisted in correcting inventory discrepancies. Accounting – payables processing. Documented executive management strategy sessions with president and senior advisors. Coordinated transfer of power back to office manager after extended vacation.

EEO Officer, Admin, Bid Proposals & Contracts **2006 –2007**
Brutoco Engineering & Construction (permanently closed) Fontana California
EEO compliance with Department of Labor, including harassment training & monitoring. Proposal & contract processing. Training coordination & incident reports. Event coordination: conferences, expo, golf tournament, etc. (Paul Von Berg, VP)

Executive Admin to the President, CFO, & Engineering team (Temporary maternity leave) **2004 –2006**
SRD Engineering Inc. (permanently closed) Anaheim California
Standardized department processing including summary reports reflecting current status of operations. Accounting: posting, aging, certified payroll tracking/compliance (Mas90 & ComputerEase). Processed \$1M in supplemental contract 'extra work' in one year. Proposal processing, delivery, submittal, documentation, and reporting.


Realtor & Administrative Consultant **2001 –2004**
 Professional & Family Services Anaheim California
Real estate sales, private investing, family expansion, & temporary professional administrative services.

Executive Admin to the President **2000 –2001**
Fairmont Private Schools Anaheim California
Modified the executive department from family-traditional to corporate ready operations in order to transition six campus' into a replicable, competitive, international chain, utilizing organizational systems management, and interpersonal skills. Executive team liaison President, COO, V.P.'s, & campus directors.

Customer Service / Flight Spares Dept **1998- 2000**
B/E Global Aerospace Services Group Orange California
Awarded for coordination of cost, labor & certification information, establishing a pricing catalog and eliminating department reporting errors. Automated & systemized a department still operating manually. Investigated & resolved order & status discrepancies, i.e. production, shipping, scheduling, & defects.

Executive Admin to Regional Manager **1989- 1995**
Rolls Royce Inc Aircraft Programs Long Beach California
Organize, systemize, & transition field office to satellite base for VIP's to network with MDC. Liaison Rolls-Royce, BMW/RR, suppliers, & parent overseas companies – England Germany & USA. Integrate/administer computer and communication programs to interface with overseas company(s). Managed inventory, equipment, expense accounts, & local service agreements. Produced & distributed promotion materials, correspondence, & reports. Coordinate visitors: Travel/hotel/car (300+ annually), meetings, conferences, tours, & networking events. Supervised & trained assistants as necessary. Prioritized & delegated assignments. Analyzed productivity.

Executive Admin – Deputy Area Manager **1985 - 1988**
Western Area Power Administration Salt Lake City Utah
General administration and technology support. Started assisting with presentations and accounting.



PROFICIENCY PROFILE™

Excel 2016 - Advanced

Report Name Shelly Collins

EmailID 102086665

Date 11/04/2022

Test Version 1.0

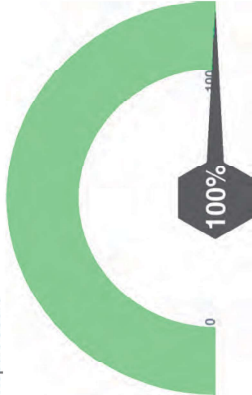
eTicket number 5435743878618102797

Time 18:44:00

Time Taken 00:20:00

Performance Overview

Report Score



This account's Score
(out of 16309)



All recorded Scores
(out of 11085)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 1 (total 1)



Intermediate - 1 (total 1)



Advanced - 28 (total 28)



Topics

ANALYSIS - 11 (total 11)



EDITING - 2 (total 2)



FILE MANAGEMENT - 2 (total 2)



FORMATTING - 5 (total 5)



GRAPHICS - 2 (total 2)



PRINTING - 2 (total 2)



TOOLS AND AUTOMATION - 6 (total 6)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
ANALYSIS				
1	Excel 2016 Use 3-D Cell References	✓	31	ADV
2	Excel 2016 Create PivotTable	✓	17	ADV
3	Excel 2016 Add a Slicer to PivotTable	✓	22	INT
8	Excel 2016 PivotTable - Field Headers	✓	102	ADV
9	Excel 2016 Average	✓	33	ADV
10	Excel 2016 Goal Seek	✓	100	ADV
11	Excel 2016 Display Autofilter	✓	14	ADV
12	Excel 2016 Sort on Multiple Fields	✓	27	ADV
14	Excel 2016 PivotTable - Move Fields	✓	9	ADV
19	Excel 2016 PivotTable - Change Report Layout	✓	29	ADV
24	Excel 2016 PivotTable - Add Timeline	✓	17	ADV
EDITING				
4	Excel 2016 Fill Cells with Labels	✓	7	BEG
13	Excel 2016 Add Field	✓	16	ADV
FILE MANAGEMENT				
15	Excel 2016 Co-Authoring	✓	36	ADV
16	Excel 2016 Encrypt a Workbook	✓	16	ADV
FORMATTING				
18	Excel 2016 Chart Style	✓	19	ADV
20	Excel 2016 Worksheet Background	✓	26	ADV
21	Excel 2016 Group Worksheets	✓	135	ADV
22	Excel 2016 Format Grouped Worksheets	✓	13	ADV
23	Excel 2016 Insert Subtotals	✓	140	ADV
GRAPHICS				
26	Excel 2016 PivotChart - Create	✓	29	ADV
27	Excel 2016 PivotChart - Modify Type	✓	26	ADV
PRINTING				
5	Excel 2016 Print Selection	✓	11	ADV
28	Excel 2016 Scale for Printing	✓	10	ADV
TOOLS AND AUTOMATION				
6	Excel 2016 Display Developer Tab	✓	36	ADV
7	Excel 2016 Inspect Workbook	✓	107	ADV
17	Excel 2016 Record Macro	✓	51	ADV
25	Excel 2016 Data Validation	✓	7	ADV
29	Excel 2016 Lock Cell	✓	15	ADV
30	Excel 2016 Convert Text to Columns	✓	28	ADV



Rushmore Group
The Settlement Masters
Value Based Revenue Coaching



January 2023

Michelle Holmon
Assistant Vice President of Client Development
5000 Birch Street, Suite 100
Newport Beach, CA 92660

Subject: Letter of Recommendation – Shelly Collins

To whom it may concern:

Shelly Collins responded to our search for administrative support, however, it quickly became clear that Shelly also had creative talents, such as using power-point to reimagine our messaging and utilized our constant contact marketing account to reach our database in unique ways.

Shelly provided alternatives to our classic websites, while maintaining coordination of a full schedule of webinars, coaching appointments, prospect calls and emails, client appointments, board and faculty meetings, projects, and events, and completed her life/health insurance license training.

She would also troubleshoot general printer issues, resolved equipment concerns, coordinated with our IT team by remote as needed, and helped us all improve our interactions with various software programs, from MS Office programs to zoom, infusion streamlining, and other tips.

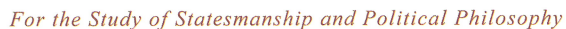
Shelly is determined, resourceful, dedicated, effective, and was a very welcomed and treasured member of our team. We were sorry to let her go due to restructuring and downsizing, and fully recommend Shelly for any position she applies for.

Hiring Shelly will give you peace of mind for the tasks you are asking to have managed, and her experience, expertise, curiosity, talent, humor, and ambition will infuse other parts of your organization in surprising and wonderful ways.

If you have any questions, feel free to contact me.

Sincerely,

Michelle Holmon
Assistant Vice President of Client Development
Michelle@TheSettlementMasters.com
Michelle@RushmoreGroup.com





TETRA TECH BAS 1360 Valley Vista Drive
GEOSCIENCE Diamond Bar, CA 91465

June 2014

To Whom It May Concern,

I have had the pleasure of working with and interacting with Shelly Collins for the past 6 years at Tetra Tech BAS. Shelly has been a valuable asset assisting interdisciplinary technical teams in preparing reports, schedules, and presentations for our various clients. I have been consistently impressed with Shelly's reliability, resourcefulness, helpful attitude and ability to meet deadlines. I have utilized Shelly's organizational skills to help summarize field data and technical references while preparing technical reports for our varied projects. Shelly has also developed and prepared detailed project schedules for both geotechnical design projects as well as construction projects that my team has been tasked with.

I have been consistently impressed with Shelly's "can do attitude" and enthusiasm. Shelly has excellent technical and organizational skills and is well liked by our staff as well as clients that she interacts with. With her interpersonal skills and resourcefulness, I am confident she will be a valuable addition to any organization, and I recommend her highly.

Respectfully,

Edward Sabins

Senior Engineering Geologist



ROLLS-ROYCE INC.

John B. Hodson
Senior Vice President
Engineering Operations

Suite 535
301 116th Avenue S.E.
Bellevue, Washington 98004
Telephone: (206) 451-8008
Fax: (206) 451-8318

January 1995

To Whom It May Concern

Shelly Collins has worked for Rolls-Royce since 1989, during which time she has become a most valued member of the team. She has always displayed an exemplary attitude in her work, in her dealings with her colleagues and towards our friends in the airframe manufacturers with whom we work.

Shelly, who is a highly intelligent and ambitious lady, feels that she would like to broaden her experience. She is certainly capable of and qualified for greater opportunities than we can offer her in our small Long Beach office, and it is with mixed feelings that I write this letter in the hope that it will help her to progress in her aims. On the one hand we shall all be sorry to see her leave but on the other I know she will be the first to admit that the years she has spent with Rolls-Royce, with its reliance on its particular reputation for total quality, have contributed to the position in which she now finds herself.

Shelly has used her time with us to hone her skills, devoting much of her own time to becoming one of our best computer operators. She has achieved a very high standard in the use of Microsoft Windows and its many associated software programs in addition to the more traditional skills of typing and shorthand.

Her forthright but courteous manner and her great sense of humour and fun make her a delightful person to work with and I have no hesitation in recommending her for any position she applies for.

Sincerely,

A handwritten signature in blue ink, appearing to read "John B. Hodson", written over a light blue rectangular background.

John B. Hodson
Senior Vice President
Engineering Operations



March 2000

-Ladies and Gentlemen:

It is my pleasure to recommend Shelly Collins who I hired June 1998 to organize and systemize our Customer Service Department.

It did not take long to recognize her potential, and I quickly learned to utilize her strong organization, computer, and administrative skills to enforce the changes necessary to restructure our procedures and substantially improve the quality of service to our customers, and our accountability to related departments.

Shelly's enthusiasm and commitment was recognized within her first year with the company with an 'Associate Bonus Award' for 'exceptional performance and contribution to the achievement of services initiatives'.

Shelly has consistently been a valuable asset to B/E Aerospace. Unfortunately our facility is consolidating and relocating to Winston Salem NC, giving the majority of our staff the incentive to pursue other opportunities.

I have no hesitation in recommending Shelly for any position she applies for.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Eastley', written over a light blue circular stamp.

Kevin Eastley
Vice President Field Operations



Rushmore Group
The Settlement Masters
Value Based Revenue Coaching



January 2023

Robert W. Larsen, CFF®, TEP
President, CEO, Founder
5000 Birch Street, Suite 100
Newport Beach, CA 92806

Subject: Letter of Recommendation – Shelly Collins

To whom it may concern:

Our offices requested administrative help, and the Robert Half Agency introduced us to Shelly Collins.

Although we were initially focused on administrative responsibilities, it quickly became clear that Shelly also had creative talents that were very new to us. By the end of her introductory period, we committed her to multiple marketing tasks, advisor coordination and support, website development, slide presentation support for our public and advisor training webinars, and social media development, in addition to the administrative duties we initially requested.

I have over 50 years of experience and am considered by many to be an icon in the insurance industry. I started the Rushmore Group in 1981 and The Settlement Masters in 2008, and VBRC Advisor Training in 2021, and I can honestly say we never presented our messaging in such creative ways that people responded to so warmly. Our monthly contact/invitations included webinar replays and podcast selections, which were viewed and listened to in numbers we had not seen before as indicated by the increase in youtube podcast views by the hundreds, and the zoom webinar replay report we found shortly before she left, showing over a thousand replays.

We appreciate everything Shelly was able to do, but by the end of 2022, we realized our marketing needs require more than one person with limited resources and competing duties could deliver on her own.

Shelly is professional, proficient, and effective, we thoroughly enjoyed her time with our team and we were sorry to let her go due to the disappointing response from the Settlement market.

We fully recommend Shelly for any position she applies for. She is talented as an administrator, and a manager of priorities and challenges with minimal instruction. She takes initiative and is always willing to help the team as much as humanly possible. Shelly's skills creativity, humor, and self-management style allows team members to focus on their areas of expertise.

Please feel free to contact me if you have questions.

Sincerely,

Robert W. Larsen, CFF®, TEP
President, CEO, Founder