

To whom it may concern,

I create order out of chaos.

I have a Bachelor of Science degree in Business Administration Management and have worked in executive, corporate, business administration for over 20 years, and I excel at what I do.

I am highly 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, TetraLinx and whatever other corporate-specific program is required.

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 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](#)



SHELLY COLLINS

Shelly@CollinsCorp.Biz | 657 230 7330

Anaheim/North Orange County California

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, streamlining & structuring: **Construction / Real Estate**—office management, bidding, contracts, research, & analysis: **Education**—college/schools

MANAGEMENT EXPERIENCE

| | |
|--|----------------------------|
| Insurance Compliance (Temporary) | May – August 2024 |
| <u>Moulton Niguel Water District</u> | Laguna Hills |
| Coordinate with Sr Contract Manager to update over two hundred insurance policies for various projects. | |
| Operations Manager – Accounting | Jul 2023 – Jan 2024 |
| <u>James David Custom Homes</u> | Irvine California |
| Accounts management, payables, receivables, billable capture, digital processing. Resolved severe accounting lockup. | |
| Executive Coordinator – Administration/Marketing/Advisor Services | Jun 2021 – Oct 2022 |
| <u>Rushmore Group / Settlement Masters</u> | Newport Beach California |
| Constant Contact marketing promotions, website building, advisor coordination, technical support, general admin & scheduling. | |
| Office Manager – Administration/Accounting | Feb 2016 – Sep 2020 |
| <u>Advanced Earth Sciences</u> | Irvine California |
| Updated administrative and accounting processing of specialized geological corporation. Proposals & reports. | |
| Project Coordination-Concrete Pours Management/Vaults (Temporary) | Oct 2015 – Dec 2015 |
| <u>Underground Construction</u> | Chino Hills California |
| 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. – <u>SCE TRTP Undergrounding (Tehachapi Renewable Transmission Project)</u> | |
| Executive Admin to VP SW Dept & team | Jun 2008 – Sep 2014 |
| <u>Tetra Tech BAS Inc.</u> | Diamond Bar California |
| 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, Travision, 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. | |

Shelly Collins

Shelly@CollinsCorp.Biz / 657 230 7330



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 |
| <u>Claremont Institute</u> | 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 |
| <u>Link4Corp</u> | 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 |
| <u>Brutoco Engineering & Construction</u> (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 |
| <u>SRD Engineering Inc.</u> (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 |
| <u>Fairmont Private Schools</u> | Anaheim California |
| Modified the executive department from family-traditional to corporate ready operations in order to transition six campuses 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 |
| <u>B/E Global Aerospace Services Group</u> | 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 |
| <u>Rolls Royce Inc Aircraft Programs</u> | 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 |
| <u>Western Area Power Administration</u> | Salt Lake City Utah |
| General administration and technology support. Started assisting with presentations and accounting. | |



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,

A handwritten signature in blue ink that reads "Michelle Holmon".

Michelle Holmon
Assistant Vice President of Client Development

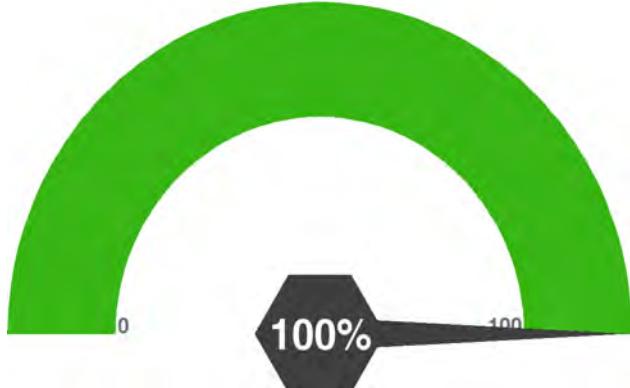
Excel 2016 - Advanced

Report Name Shelly Collins
Email/ID 1020806665
Date 11/04/2022
Test Version 1.0

eTicket number 5429743878618102797
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)



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

Robert W. Larsen, CFF®, TEP
President, CEO, Founder
5000 Birch Street, Suite 100
Newport Beach, CA 92660

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



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Larry Mattson

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Michael Pack

Peter W. Schramm

Thomas G. West

June 11, 2015

RE: Letter of Recommendation for Shelly Collins

Dear Hiring Manager:

I am thrilled to be able to recommend Shelly Collins to you, and I do in the strongest terms possible. Shelly filled in for an immediate need at our organization for the last three months in a superb way. She came to us at our busiest time of year and demonstrated complete poise and professionalism as she quickly learned the tasks necessary and the processes unique to our organization to get us through this time.

Shelly quickly caught us up where we were falling behind and began thinking ahead toward what could be coming next. I appreciate the fact that Shelly would competently complete whatever was asked of her and would immediately be looking for ways to do things better or more efficiently.

In addition to her skills, which are quickly recognizable, Shelly is a joy to have in the office. Her attitude and demeanor are always positive and professional. It is clear that not only is she a strong team player, but that she takes great satisfaction in doing her work well.

Should you decide to hire Shelly, and I recommend that you do, you will not be disappointed. I offer my enthusiastic and complete endorsement of Shelly Collins to you without reservation.

Should you have any questions or require additional information, please don't hesitate to contact me at (909) 981-2200, extension 104.

Sincerely,

Christopher L. Cole
Acting Vice President for Development



TETRA TECH BAS

June 2014

To Whom It May Concern,

I started working with Shelly Collins when she joined our company in 2008. From that time she has been instrumental in addressing the accounting concerns of the Solid Waste Department. She has never hesitated to research complex accounting challenges, no matter how many years back she had to search, and the spreadsheets she produces from these research projects help to clarify a path forward for her managers and the senior accounting team.

Shelly has consistently assisted our department to resolve various accounting challenges, and regularly produces the monthly accounting tracking and progress reports required by our most discerning clients.

When our company migrated from BAS to Tetra Tech, it was Shelly who first learned how to manage the Tetra Tech designated Project Management portal before her managers, and she is still called on to produce reports (in proxy) as needed.

We rely on Shelly whenever we cannot figure out formatting or formula issues in Word and Excel. We consult with Shelly while her managers process their invoicing because we know that the more she is involved with the process, the sooner we are able to finalize her department's billing.

Shelly is a consistent source of support and encouragement, while maintaining a healthy and appropriate sense of humor at all times. Any company would be fortunate to have her on their team, and the Accounting Department of that company would quickly learn to depend on her as much as we do.

Sincerely,

A handwritten signature in blue ink that reads "Diana McGregor".

Diana McGregor
Sr. Accountant
Finance/Accounting Dept.

Wednesday, August 22, 2001
01UG1002

To whom it may concern

Subject: Shelly Collins Recommendation

Ladies and Gentlemen,



BUSINESS OFFICES

1575 W. Mable Street

Anaheim, CA 92802

Phone: (714) 765-6300

Fax: (714) 234-2794

www.fairmontschools.com

Preschool - 12th Grade

Six campus locations:

Anaheim

Anaheim Hills

Tustin/Santa Ana

It is with pleasure that I recommend Shelly Collins to your organization.

She has been a key member of this Executive Team's efforts to restructure the company's executive functions into a systemized, organized, productive department that allows us to pursue our goal of expanding our operations throughout the US & the world.

As our main point of contact outside of our offices, I am impressed with her people skills, from calming and redirecting excited parents, to building strong ties with outside executives who regularly interact with our team, to building cooperation, trust & loyalty with our business office team of workers.

Her organizational skills are outstanding, allowing me to fully concentrate on my own work. Her work ethic is consistent and predictable assuring me that my 'bases are covered'.

Shelly will be sorely missed, but we understand she has done as much as she can here at this time, however, considering her ability to manage and follow through on several tasks simultaneously, and if our business develops as scheduled, I would welcome her back to manage a satellite division.

I wish her continued success with whatever opportunity she chooses to pursue.

Best regards,

A handwritten signature in black ink, appearing to read "Uwe Gemba".

*Uwe Gemba
Vice President, Business Development
ugemb@fairmontschools.com*



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 black ink, appearing to read 'Kevin Eastley'.

Kevin Eastley
Vice President Field Operations

Associate Bonus Award



Presented to

Shelly Collins

For Exceptional Performance
And Contribution To The Achievement
of Services Group Initiatives

Fourth Quarter
Fiscal Year 1999