

**DONNA B. BAILEY**  
103 W. Price Lane  
Oak Ridge, Tennessee 37830  
Work: (865) 574-7301  
Home: (865) 776-4228

## **QUALIFICATIONS:**

- Excellent computer skills
- Strong written and oral communication ability
- Team player
- Hard Worker

## **EXPERIENCE:**

### **October 2011 to Present Oak Ridge National Laboratory, UT-Battelle.**

Reports and Data, Sr. Admin Support, Plant Genomics Group, Biosciences Division. Support the Group Leader for the Plant Genomics Group. Prepare and distribute various accounting reports. Monitor subcontracts for the group, arrange travel for employees and non-employees, input PAS request, and assist staff members with any request.

### **October 2007 to October 2011 Oak Ridge National Laboratory, UT-Battelle.**

Reports and Data, Sr. Admin Support, Earth & Aquatic Sciences, Environmental Science Division. Support the Group Leader for Earth & Aquatic Sciences Group. Prepare and distribute various accounting reports. Monitor subcontracts for the group, input information into End Notes software for several PI's, arrange travel for employees and non-employees, input PAS request, and assist staff members with any request.

### **January 1996 to September 2006 Oak Ridge National Laboratory, UT-Battelle.**

Reports and Data, Finance Office, Environmental Sciences Division. Prepare and distribute various accounting reports. Assist staff members with accounting questions. Monitor subcontracts and keep database current. Maintain PALS database for auditing purposes. Work for Others (WFO), Subcontracts and PALS Process Leader, which includes all WFO proposals and subcontracts to be checked for accuracy before leaving the division and making sure all time is entered weekly and in PALS for the division.

Secretary, Environmental Engineering Group, Environmental Sciences Division. Provide secretarial support to the Group Leader and staff members. Type and prepare proposals. Insure that all forms/letters are processed in the correct format and accurate. Assist staff and guests with ordering supplies, travel arrangements and processing paperwork. Monitor deadlines/ending dates for subcontracts and guest/students terminations. Provide back up support to the Section Secretary.

### **August 1992 to December 1995 Oak Ridge National Laboratory, Lockheed Martin Energy Research Systems, Inc.**

Secretary, Health Sciences Research Division Office. Responsible for opening and reviewing all incoming mail. Assisted the Division Director's secretary ensuring that all incoming work prepared by secretaries was in the correct format and accurate. Logged in/out all signature items and determined appropriate distribution. Provided secretarial support to Division Director, Associate Director and their secretaries. Responsible for filing, copying, updating division picture chart, Technical Staff directory, hallway picture chart and distribution of all paper flow. Provided all secretarial functions during the absences of Division Director and Associate Division Director's secretaries. Managed entire program for distribution of Service Awards. Maintained good interpersonal relationships with division staff and guests/visitors. Responsible for maintaining division telephone and address list. Back-up coordinator for Telecommunications and Vehicle Coordinator. Maintained and updated Guest/Student database on Excel on a regular basis. Proficient with Macintosh.

### **February 1992-August 1992. Temp Systems, Inc. (Knoxville)**

D. B. Bailey

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(April 1992 - August 1992) Secretary, Oak Ridge National Laboratory, Martin Marietta Energy Systems, Inc. Provided back-up secretarial services for the Assessment Technology Section. Typed and prepared proposals and CRADA's. Proficient with PC.

(February 1992 - April 1992) Secretary, Oak Ridge National Laboratory, Martin Marietta Energy Systems, Inc. Provided secretarial services to Associate Division Director, Health Sciences Research Division while his secretary was working in Portsmouth. Provided part-time secretarial services to the Chemical Physics Section. Typed technical papers and filled in during Section Head secretary absence.

**October 1991-January 1992. Nations Bank (Oak Ridge)**

Teller. Balanced cash drawer daily and maintained good relationships with customers.

**1989-1991. Financial Asset Management (Charleston, S. C.)**

Secretary/Bookkeeper. Personal Secretary to owner. Weekly payroll, accounts payable and receivable as well as other bookkeeping functions in addition to telephone and correspondence responsibilities.

**1986-1989. First Federal Savings Bank of South Carolina (Charleston, S. C.)**

Teller and Customer Service Representative. Balancing cash drawer daily. Opened new accounts, hosted new customers, and balanced cash vault. Maintain good relationships with customers.

**1985-1986. My Child's Learning Center (Charleston, S. C.)**

Assistant Director. Began work as a teacher and was subsequently promoted to position in charge of over 100 clients. Responsible for account receivables. Maintained a good relationship with the teachers and parents.

**1977-1985. Southern Management Services, Inc. (Greenville, S. C.)**

Secretary/Bookkeeper. Involved in starting a new company. Set up bookkeeping system and performed as secretary to owners, sales secretary, as well as prepared orders for shipment and made sales and service calls to patients, clinics, and physicians.

**1975-1977. Bio-Medical Applications (Greenville, S. C.)**

Secretary/Bookkeeper. Handled patient and personnel insurance, bookkeeping, payables, payroll, and receivables.

**EDUCATION:**

J. L. Mann High School (1972)  
College of Charleston, one year (1990)

**SPECIAL ACTIVITIES:**

Worked as Assistant Host Coordinator for Community Day 1994.  
Coordinated the Host Volunteers for Community/Family Day 1995.  
Helped coordinate and start the Community/Family Day 1995 Parade.  
Worked as Savings Bond coordinator for the Section 1996.  
Chaired the Community Day 1997 Parade Committee.  
Worked as a United Way campaign coordinator for ESD 2005 & 2006  
Worked on the ESD Values Committee