

Ray Callahan

CAREER OBJECTIVE

Administrative Assistant with 10+ years of experience managing the front office, assisting faculty with program management, and maintaining daily department functions. Possesses a B.S. in Biology and expertise in MS Office, Adobe software and digital cameras.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

School of Visual Arts at Virginia Tech / September 2012 – Present

- Greets visitors, determines with whom/when they could speak with specific individuals and leads department tours.
- Types correspondences and emails.
- Records, transcribes, and distributes meetings minutes.
- Prepares annual reports and spreadsheets.
- Schedules meetings and travel for faculty, staff, students and visitors. Maintains calendars for individuals and the department. Plans special events.
- Manages department course schedule in consultation with faculty.
- Serves as department's health and safety contact, ensures department is compliant with University and OSHA standards.
- Maintains SOVA social media accounts, email lists and CANVAS sites.
- Oversees and trains wage employees.
- Maintains department and personnel records, including organizing, filing and records destruction.
- Manages annual scholarship awards.

NATURALIST/INTERPRETER

Virginia State Parks/ February 2005 – Present

- Installed and maintains 30+ nest boxes for bluebirds, chickadees, nuthatches and other native secondary cavity-nesting songbirds.
- Maintains park social media accounts and advertises events for the park as needed.
- Accumulated a collection of wildlife photos for parks to use on social media and websites.
- Plans and conducts educational programs for park visitors that center around conservation of birds and other wildlife.

CONTACT

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203 Draper Road NW
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SOFT SKILLS

Adaptability
Collaboration
Strong Work Ethic
Problem Solving

HARD SKILLS

Microsoft Office
Photography
Adobe Software
Natural History

EDUCATION

B.S. Biology

Radford University
Radford, VA / 2004

AWARDS

CAUS Certificate for
Diversity Recognition, 2015

CAUS Certificate for
Outstanding Administrative
& Professional Staff, 2018

VA State Parks Volunteer of
the Year Nominee, 2019

MEMBERSHIPS

North American Bluebird
Society, 1996-present

Dragonfly Society of the
Americas, 2019-present