

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

- Greeting visitors, determining with whom/when they could speak with specific individuals and leading department tours
- Typing correspondences and emails
- Recording, transcribing, and distributing meetings minutes
- Preparing annual reports and spreadsheets
- Scheduling meetings and travel for faculty, staff, students and visitors. Maintaining calendars for individuals and the department. Planning special events.
- Managing 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 training 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
- Accumulated a collection of wildlife photos for parks to use on social media and websites
- Plans and conducts educational programs for park visitors

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
AWARD, 2015**

**CAUS CERTIFICATE FOR
OUTSTANDING
ADMINISTRATIVE &
PROFESSIONAL
AWARD, 2018**

**VIRGINIA STATE
PARKS
VOLUNTEER OF
THE YEAR
NOMINEE, 2019**