

Submitted by: Assembly Chair Fairclough  
Prepared by: Clerk's Office  
For reading: July 12, 2005

CLERK'S OFFICE

APPROVED

ANCHORAGE, ALASKA

AR NO. 2005-176

Date: 7-12-05

**A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING  
SHEILA REED AS ADMINISTRATIVE ASSISTANT.**

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WHEREAS, the position of Administrative Assistant has been vacant since  
March, 2005; and

WHEREAS, an extensive search and interview process has just been  
completed; and

WHEREAS, based on her skills and experience Sheila Reed has been selected  
to fill the position;

NOW, Therefore, The Anchorage Assembly resolves:

Section 1: That Sheila Reed is appointed as Administrative Assistant.

Section 2: That this resolution shall be effective upon passage and  
approval.

PASSED AND APPROVED by the Anchorage Municipal Assembly this  
12th day of July, 2005.

Anna L. Fairclough  
Chair

ATTEST:

Baldwin E. Duval  
Municipal Clerk

## **SHEILA M. REED**

2125 Dahl Lane  
Anchorage, AK 99503

(907) 272-6971 or (907) 884-6436  
Email: smreed@gci.net

**CAREER GOAL:** To obtain a position where my skills will contribute to the professional quality, sound reputation, and financial success of an aggressive business organization.

**CAREER SUMMARY:** Over fifteen years office experience. Two years sales experience with office supplies and furniture. Three years health insurance sales experience.

**CAPABILITIES:** Possess strong administrative, communication, proofreading, time management, and human relation skills to include organization, planning, creativity, motivating individuals, and multi-tasking. Detail-oriented and work both independently and with others to accomplish objectives. Work well under pressure, managing conflicts and diverse personalities. Proficient with Internet and current software in all Windows environments.

### **EDUCATION**

Bachelor, Business Administration in Management, University of Alaska Anchorage, May 1997

### **PROFESSIONAL ACCOMPLISHMENTS**

#### *Administrative*

- Train support staff for work assignments, schedules, and skills development
- Coordinate and report departmental budget requirements
- Organize and coordinate executive business meetings and produce minutes
- Hire, train, and coach assistants to provide clerical support for project management
- Manage communications, write responses, and develop correspondence and reports

#### *Marketing, Public Relations, and Event Coordination*

- Coordinate various community service activities, including numerous professional and public seminars, tours, and requests for public speakers and informational materials
- Plan, organize, and coordinate social functions and special projects within budget
- Manage advertising, registration, and logistical details for seminars and public programs

### **EMPLOYMENT HISTORY**

<i>Account Manager</i> , Corporate Express, Anchorage, Alaska	2000-2003
<i>Insurance Sales</i> , sell various health & life insurance companies, Anchorage, Alaska	1997-2000
<i>Administrative Assistant</i> , Delaney Wiles et al, Anchorage, Alaska	1995-1997
<i>Full Time Student</i> , University of Alaska, Anchorage, Alaska	1994-1997
<i>Administrative Assistant</i> , Alaska Commission on Postsecondary Education, State of Alaska	1992-1994
<i>Administrative Assistant</i> , Charter North Hospital, Anchorage, Alaska	1987-1992
<i>Administrative Assistant</i> , Morrison-Knudsen, Anchorage, Alaska	1986-1987
<i>Administrative Assistant</i> , Sonic Cable Television/MultiVisions, Anchorage, Alaska	1984-1986
<i>Administrative Assistant</i> , Galen Grant, Architect, Anchorage, Alaska	1982-1983
<i>Administrative Assistant</i> , Anderson 2000 Inc, Atlanta, Georgia	1978-1981
<i>Clerical</i> , U.S. Civil Service – Alaska, New Mexico, Alabama	1971-1976
<i>Clerical Typing Pool</i> , National Bank of Alaska, Anchorage, Alaska	1969-1971