

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records

Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member: Sandra Thurman

Subseries:

OA/ID Number: 40015

FolderID:

Folder Title:

Admin - Agency Representatives - Parris, Carmena

Stack:

S

Row:

66

Section:

6

Shelf:

1

Position:

1

**Carmena Parris
13848 Carter House Way
Silver Spring, MD 20904
Tel: (301) 890-9166**

Over ten years of experience in senior administrative and conference planning positions for private industry and the federal government.

Working Experience:

**Department of Energy
Executive Assistant**

Mar. 1994 - Present

Conduct special projects and assignments in program and policy activities. Perform liaison duties between the Secretary and other governmental bodies to evaluate policy development information, prepare necessary documents, and to ensure careful handling of requests, problems and solutions as they occur. Attend high level Department meetings on behalf of the Secretary and interface with other Departments making recommendations that impact on decisions made in the Department or other agencies. Perform special studies and prepare reports and position papers about urgent and sensitive policy development matters. Develop, coordinate, resolve and implement a variety of special projects pertaining to major Departmental or White House policy reviews. Review reports, documents, and other material of special importance and concern to the Secretary, ensuring compliance with the personal points of view of the Secretary. As requested, participate in conferences between the Secretary and members of her executive staff, or officials of other Federal agencies or private organizations. Ensure prepared correspondence complies with established policy.

**CTA, Inc.
Program Analyst**

Jan. 1991 - Mar. 1994

Program Analyst for a highly technical program office supporting the Federal Aviation Administration. Manage and control travel expenditures as authorized by the Program Manager, often requiring rapid coordination and processing. Established system for tracking expenditure of other approved budgets; reviewing expenditures and obligations in order to recommend approval or disapproval to the Program Manager. Reconcile budget requests with appropriations and assist Program Manager in developing and preparing annual budget requests for Facilities and Equipment and Research and Development programs.

**National Park Foundation
Executive Assistant**

Jan. 1988 - Dec. 1990

Established administrative management system for Foundation President and Board of Directors. Developed and supervised internal travel office responsible for making travel arrangements for Foundation executives. This resulted in greater efficiency and substantial savings to the Foundation. Developed itineraries and coordinated meetings and presentations for the President and Board of Directors. Established and maintained executive data bases and reconciled Foundation's bank statements and accounting records.

Atomic Industrial Forum**Jul. 1980 - Dec. 1987****Executive Assistant and Corporate Assistant Secretary**

Prepared agenda for Board of Directors meetings along with meeting materials. Coordinated domestic and international travel itineraries for President and Board members, including airline and hotel reservations. Attended Board of Directors and Executive Committee meetings; wrote and distributed Minutes. Coordinated and arranged all domestic and international conference activities. Managed President's incoming and outgoing correspondence; scheduled appointments; maintained confidential files.

Education: Duff's Business College, Barbados, West Indies.

Rochester Business Institute, Rochester, New York.

Skills: Shorthand, 120wpm; Typing, 85wpm; WordPerfect 5.1; Microsoft Excel and Word for Windows; Wang and Apple Word-processing systems; Harvard Graphics 3.0, PageMaker 5.0. Sabre travel reservations system, Travel Manager. Total Quality Leadership training.

References furnished upon request.