

Autumn David

Management Staff Assistant - City of Roseburg

Roseburg, OR 97471

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Experienced Office Manager and Paralegal with a desire for continued professional growth. I am experienced in office administration and human resource functions. Dedicated and hardworking, I take great pride in my work product and my presence in the office.

Authorized to work in the US for any employer

Work Experience

Management Staff Assistant

City of Roseburg - Roseburg, OR

March 2019 to Present

As the Management Staff Assistant for the City of Roseburg, I provide direct support to the City Manager, Human Resources Director, and City Recorder.

My role involves a diverse range of responsibilities, including:

Administrative Support:

City Manager: Collaborate with elected officials and departments to schedule meetings with the City Manager. This includes preparing or editing correspondence, conducting surveys or research, compiling data, and creating presentation materials.

City Recorder: In the absence of the City Recorder, serve as an acting City Recorder. Tasks include preparing and distributing public meeting materials, maintaining records of contracts and agreements, and assisting with surplus property sales processes.

Human Resources: Provides crucial support in various aspects of human resources management.

Municipal Services:

- **Scheduling and Meetings:** coordinate appointments and meetings with local elected officials.
- **Public Meetings:** Attend public meetings and transcribe minutes.
- **Licensing and Permits:** Issue business licenses, registrations, and special permits.
- **Inventory Management:** Manage inventory of office supplies and supplies at City Hall.
- **Website Maintenance:** Monitor and update the City website.
- **Social Media Assistance:** Assist with social media accounts related to City services.
- **Email Management:** Monitor and respond to general office emails.

Human Resources Support:

Recruitment and Hiring:

- Assist in creating and posting job vacancies on relevant platforms.
- Review resumes, conduct initial screenings, and communicate with applicants.
- Schedule interviews, prepare interview materials, and coordinate logistics.

Employee Onboarding and Offboarding:

- Help organize new employee orientations, ensuring they receive necessary information about policies, benefits, and procedures.
- Assist with exit interviews, paperwork, and ensuring smooth transitions for departing employees.

Personnel Records Management:

- Maintain accurate records of employee information, including personal details, employment history, and performance evaluations.
- Handle sensitive information with discretion and maintain confidentiality.

Benefits Administration:

- Guide employees through benefit enrollment processes.
- Assist with updates, changes, and inquiries related to health insurance, retirement plans, and other benefits.

Training and Development:

- Coordinate training sessions, workshops, and professional development opportunities.
- Help track employee training progress and certifications.

Policy Implementation and Compliance:

- Assist in disseminating HR policies and ensure employees understand them.
- Help monitor compliance with labor laws, regulations, and internal policies.

Employee Relations:

- Support the HR Director in addressing employee concerns, conflicts, and grievances.
- Assist in maintaining positive employee relations through effective communication.
- Participate in collective bargaining negotiation meetings.

Safety and Wellness Initiatives:

- Collaborate with safety committees to promote a safe work environment.
- Assist in organizing wellness programs and activities.

Administrative Tasks:

- Coordinate meetings, appointments, and events for the HR Director.
- Draft emails, memos, and other communications on behalf of the HR Director.
- Maintain files, records, and documentation related to HR functions.

Customer Service:

- Internal and External: Provide excellent customer service to both internal colleagues and external stakeholders.

Legal Manager

CSO Financial, Inc - Roseburg, OR

September 2003 to March 2019

- * Oversee Legal and Clerical Department
- * Small Claim court appearances
- * Electronic Filing in the Oregon Circuit Court
- * Civil litigation including Arbitration and Default Judgment proceedings in Oregon, California and Washington
- * Contracted to perform paralegal duties for two Law Firms on behalf of CSO
- * Compliance Department
- * Review Client Contracts

- * Accounting including posting funds, balancing tills and day end
- * Processing portions of Payroll
- * Microsoft Office Suites
- * Answer incoming calls
- * Manage calls from difficult or frustrated consumers
- * Manage Filing System
- * Type 70+ WPM

Education

Enrolled in Business Administration with a focus in Human Resource Management (4.0 GPA)

Southern New Hampshire University

August 2022 to Present

Diploma in Paralegal/Legal Assistant

Stratford Career Institute

2008

Roseburg High School

Skills

- Project Management
- Calendaring
- Office Management
- Transcription
- Legal Research
- Microsoft Outlook
- Adobe Acrobat
- Records Management
- Recruiting
- Interviewing
- Administrative Experience
- Human Resources

Certifications and Licenses

Notary Public

January 2006 to January 2025

Groups

Green Elementary School Booster Club

January 2022 to Present

I am the secretary for the Green Elementary Booster Club, a 501c3 nonprofit organization. The booster club's objective is to enhance the educational process for Green Elementary students through the cooperation of parents and teachers. We promote, foster, and encourage school-sponsored activities and assist the school administrators, faculty, and staff in the accomplishment of their program objectives.

As the booster club secretary, I am active in supporting the organization and its goals. I help plan events, communicate with teachers and staff, take meeting minutes, and prepare agendas for all club meetings.

Southern Oregon TimberWolves Baseball Academy

August 2023 to Present

I am the secretary of the Southern Oregon TimberWolves Baseball Academy. Southern Oregon TimberWolves exists to teach and promote the games of baseball and softball in an environment that fosters competition and individual development on and off the field, instills the importance of being part of a team, readies players for Legion and High School baseball and softball, and enhances the enjoyment of youth baseball and softball players in the Umpqua Valley community with the tools that also builds character and determination that they will hold onto as they progress through life.

As the secretary for the TimberWolves, I provide support to all parts of the organization. I help organize events, communicate with stakeholders and parents, prepare agendas and take minutes at all club meetings.