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# **Sylvia Mahon**

## *Office Coordinator*

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### **SUMMARY OF EXPERIENCE**

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Provide project production support in the form of formatting, binding, coordination of distribution, and other assistance as necessary. She is highly proficient in the MS Office Suite and other word processing and graphics programs. She works closely with the Project Directors to maintain the production schedule. Sylvia is also an experienced conference and meeting manager. She has successfully planned and coordinated national and international conferences and symposia for 13 years. She works with our corporate travel agency to ensure that travel by ASDC staff, consultants, meeting participants and others is stress free and cost effective.

### **WORK HISTORY**

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2005 - Present  
*Office Coordinator*

**Association for the Study and Development  
of Community**  
Gaithersburg, MD

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2002 - 2005  
*Executive Assistant*

**Aspen Systems Corporation**  
Rockville, MD

In this position I provide executive administrative support in a highly demanding, fast paced office. My responsibilities include scheduling meetings; maintaining both an electronic and paper calendars; track correspondence, yearly reviews, maintain several databases, arrange for travel, prepare expense reports, and provide support to the LIMS Contracts Division. In addition I have served as the logistical liaison for Aspen Systems and LIMS participation in several conferences and trade shows such as FOSE 2003 and 2004. In this capacity I have ensured a successful representation for the company, within budget and free of problems.

1994 - 2001  
*Secretary, Electrical Systems Group*

**National Institute of Standards and  
Technology**  
Gaithersburg, MD

Provided administrative support to this group of physicists and electrical engineers. The day to day operations included arranging for official government travel, preparing travel orders and vouchers, maintaining and reconciling monthly government purchase card account (approx. \$60K annually), served as property custodian for division (approx \$100M in assets), participated in the Beta testing several automation programs and provided recommendations for Agency wide implementation. Prepared and tracked all documentation for foreign and domestic Guest Researchers arrivals and departures, prepared necessary reports from handwritten or electronic draft. I provided all logistical assistance for international technical symposia, meetings and conference planning, providing administrative/secretarial support as well as interaction with speakers, session chairs, and conferences service providers to ensure a successful and productive event. I served as a member of the TQM Committee. I received eligible ratings for pay increases and bonuses 6 years straight. I was in this position 10/93 - 4/94 employed by Select Temps, Inc.

1991 - 1993  
*Assistant to the President and General Sales  
Manager*

**Adaptive Technologies, Inc.**  
Frederick, MD

In this position prepared quotes, typed correspondence, arranged for travel and monthly sales meeting on and off site. Maintained all office equipment. Edited instruction and operating manuals for end users as necessary.

1988 - 1991  
*Office Manager*

**Bob Russell Equipment, Inc**  
Rockville, MD

Paid monthly bills and weekly paychecks, prepared invoices, maintained inventory records. Performed general office work.

1984 - 1988

**Goodfriend Temporary Services**  
Bethesda, MD

Under the auspices of this highly regarded temporary staffing company, provided long term general office and secretarial support to companies such as Life Technologies, Inc., IBM, and Howard Hughes Medical Institute.

## **PROFESSIONAL MEMBERSHIPS**

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Notary Public, Montgomery County, Maryland