**Luann Goyne**

122 Willet Way

Henryville, PA 18332

Day Phone: 570-615-2916

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**WORK EXPERIENCE:**

**Tobyhanna Army Depot**

11 Hap Arnold Blvd

Tobyhanna, PA 18466

21 Jan 20 – present

GS-0318-06 (temporary promotion, now permanent)

Directorate Secretary – Quality Management

Supervisor: Robert Haas, 570-615-2916

Serve as PERSONAL ASSISTANT which includesmanaging Director’s calendar and handle any appointment conflicts. Work with other personnel in coordinating the calendar appointments.

Control the Directorate Action Register (CARTS). Track suspenses for the Directorate. Greet visitors and answer/direct telephone calls.

Act as the Awards Database POCand complete proper paperwork for awards.

Work with Command Group in scheduling appointments with the Commander/Deputy Commander. On a rotational basis, cover Command Group secretary’s desk.

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Tobyhanna, PA 18466

May 18 – Jan 20

GS-0318-05

Division Secretary – ISR Engineering Division – D/Production Engineering

Supervisor: Jonathan Strzelec, 570-615-8055

Receive all VISITORS and TELEPHONE CALLS for Division Chief.

MAINTAIN CALENDAR through Outlook including MAKING APPOINTMENT and providing all materials required for meetings (slides, briefs, etc.)

Hold periodic meetings with Branch secretaries to teach various skills (ex. CARTS-action register, ARIMS-filing system, LMP/ATAAPS entries, etc.).

Attend weekly Division meetings with our chiefs to REVIEW, ASSIGN AND FOLLOW UP on actions and assist with any administrative needs.

Process visitor forms, 648C clearance requests, all CONUS and OCONUS travel, data calls, suspenses, etc. for our Division

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Jun 10 –May 18

GS-0318-06

Directorate Secretary – D/Production Engineering

Supervisor: Robert A. Katulka, 570-6157886

Receive and route visitors and phone calls.

Serve as a CONFIDENTIAL EMPLOYEE maintaining close hold information.

Maintain Outlook appointments/schedules for Director/Deputy Director while KNOWING THEIR PRIORITIES.

Proofread and CONROL all correspondence, reviewing for completeness, grammar and format.

ARRANGE MEETINGS AND CONFERENCES including high level visits. Duties include handling all details, working with Public Affairs Office, arranging conference rooms, audio visual needs and tours. Prepare agenda, attendance lists and any background materials required for meetings.

Serve as LIAISON between Branch/Division chiefs and Director/Deputy Director.

Work with all levels of the organization including peers and Branch Chiefs through Command Group.

Complete travel requests, travel vouchers and all information for completeness and calculations. Maintain Travel Tracker database for the Directorate.

Maintain office files and records in accordance with the Army Records Information Management Systems (ARIMS). Maintain personnel files for all Chiefs and staff personnel including training certificates, copies of performance appraisals and other documents.

Serve as a Government Purchase Card holder for purchase of supplies ensuring all purchasing requirements are met.

Familiar with Hand Receipt accountability of all property.

Advise and mentor Division and Branch secretaries and supervisors providing procedural guidance.

Operate PC, copy machine, scanner to prepare various documents.

Input time and attendance using LMP and ATAAPS.

Serve as alternate POC for Travel, Training and Awards for the Directorate.

RECORD AND TRANSCRIBE minutes of weekly Directorate Home Team Meeting. Have also recorded minutes for Command Operations meeting and Leaders Meeting, both of which have several attendees.

Compose various correspondence including letters, memorandums etc. in accordance with AR 25-50, Preparing and Managing Correspondence.

Consolidate suspensed responses and forward to other Directorates and Command Group. Submit/proofread Weekly Activity Reports (WARs) and read aheads for Command level meetings.

Understand the importance of confidentiality and ensure strict adherence. Also, CONTROL SENSITIVE documents and have access to CONFIDENTIAL MATTERS.

Serve as primary POC for the Directorate ERIS and CARTS databases.

Coordinate visitors including processing 908 (visitor request) forms and 648C forms (clearance forms). Process approximately 150 each 648Cs annually.

Maintain Emergency Roster Information System (ERIS) and insure records are accurate and up-to-date.

CONTROL my workload independently and use judgment to make decisions with very little supervision.

**Education:**

Pocono Mountain Jr/Sr High School, Swiftwater, PA High School diploma

Graduated 9th in my class of 253

Penn State University, Dunmore, PA

Credits Earned: 3

Completed Management 301 – Grade A

Luzerne County Community College, Nanticoke, PA

Credits Earner: 12
English Composition - Grade A
Principles of Accounting 1 - Grade B
Principles of Accounting 2 - Grade A
IST-260 - Grade A

**Job Related Training:**

Administrative Officers Workshop, Washington, D.C. Aug 18
Organizational Skills for the Overwhelmed Jul 18
Emotional Intelligence Jun 18
Certified in CPR/First Aid 2018
2012 Graduate of Leadership Pocono