

Anya Viktoria Douglas

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Eligible for Schedule A Consideration

Professional Skills Summary

- Experience with Microsoft Office Business Essentials, including Sharepoint
- Mastery of Microsoft Office Applications PowerPoint, Word, Excel, Publisher, Outlook
- Experience with Quickbooks, Payroll, and Data Entry
- Experience in Accounts Receivable and Accounts Payable
- Licensed Notary

Work Experience

Office Manager | 2013 - 2018

Riley Security - Huntsville, AL

Performed day to day office management, including but not limited to coordination of facility operations. Administer all office management and HR functions. Responsible for all administration, event planning and coordination of facilities, travel and client satisfaction. Other duties included, but were not limited to, customer phone and email support, back-up to technical support and sales team. Maintenance of all records pertaining to the business. Responsible for processing all payroll and bookkeeping duties. Includes account reconciliation and management, and customer care, including collections. Human Resource management, including new hire paperwork, state and federal compliance of all HR and payroll requirements.

Production Office Coordinator | 2017-2018

Only Easy Day Movie, LLC - Huntsville, AL

Provided a variety of administrative functions to film crew including keeping track of filming schedule, making copies of scripts, assisting director and producer, managing schedules and budgets, and coordinating meals for cast and crew.

Public Safety Dispatcher | 2013 - 2014

Madison Police Department - Madison, AL

Under supervision, performed a variety of duties involved in receiving, evaluating, prioritizing, and relaying calls for both emergency and non-emergency public safety needs, dispatched appropriate police and fire units and coordinated response of emergency personnel. Operated a variety of telecommunications equipment including radio, telephone, and computer aided dispatch systems and performed a wide variety of specialized clerical duties involved in the preparation, maintenance, and release of materials related to law enforcement activities.

Nuclear Security Officer | 2012 - 2013

Pinkerton Government Service/Tennessee Valley Authority-Brown's Ferry Nuclear Power Plant - Athens, AL

Provide supplemental security support to TVA Brown's Ferry Nuclear Power security forces. Duties included mobile and static patrol, monitoring of access ports and entry points, monitor egress and ingress of plant employees and visitors, and monitor for any hazards to plant operations.

Education

Master of Science in Public Safety, Specialization in Criminal Justice and Homeland Security | 2017

Capella University - Minneapolis, MN

Areas of Study: National Security and Intelligence, Juvenile Law, Criminal Profiling, Policy Analysis, Research, Public Administration

Bachelor of Science in Criminal Justice, Concentration in Community Policing and Homeland Security | 2010

Athens State University - Athens, AL

Areas of Study: Criminal Law, Constitutional Law, Juvenile Delinquency, Community Policing, Criminal Procedure

Associate of Science in Paralegal Studies | 2015

Calhoun Community College - Huntsville, AL

Volunteer Work:

Cystic Fibrosis Foundation – Great Strides
Autism Society of Alabama – Autism Walk
United Cerebral Palsy – Irish Evening Fundraiser
St. Baldrick's Society – Live Bald Pediatric Cancer Fundraiser

REFERENCES

Elaine Chambless, Sr. Development Director
Cystic Fibrosis Foundation – Alabama Chapter
205-903-8718
echambless@cff.org

Sara Pauls Masterson, Dynamics Loads Specialist
NASA – Marshall Space Flight Center
256-337-6209
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