

Cynthia M. Bock-Goodner

7606B Hardy
Austin, TX 78757

(512) 452-6835

SKILLS:

Creative problem solving, relating to workers who are upset or under pressure, able to work under pressure. Able to find viable solutions to problems within the boundaries of the current work environment. Quick and avid learner. Extensive Internet and e-mail experience on VAX/VMS and Unix systems. Well versed in Lexis/Nexis database search techniques. Programming in Qicbasic on Qantel mini-computer. PC, laser and line printer experience. Various software including and especially WordPerfect 5.1., Kermit, some Lotus, Dbase, Procomm. Experience training non-users on computer systems.

EXPERIENCE:

Administrative Assistant

(9/91 - Present)

The LBJ School of Public Affairs, The University of Texas, Drawer Y Univ. Sta., Austin, TX 78713-7450

Support work for both the Tom Slick Professor of World Peace, and the Lloyd Bentsen, Jr. Chair in Government and Business Relations, including organizational work on the Slick Conference for World Peace. Clerical support work for two other LBJ School Professors, using WordPerfect 5.1., Lotus 2.2, Lexis/Nexis, and E-mail on the VAX/VMS cluster and Unix Sunstation.

Senior Office Assistant

(3/91-9/91)

The LBJ School of Public Affairs, The University of Texas, Drawer Y Univ. Sta., Austin, TX 78713-7450

Organized two tours to various United States water resource management facilities by senior staff members of the Yellow River Conservancy Commission and the Ministry of Water Resources. Duties included scheduling, budgeting, and obtaining security clearances for the U.S. Government facilities.

Head Of NYC Marathon Registration

(1/86-1/91)

New York Road Runners Club, 9 East 89th Street, New York, NY 10128

Set-up and monitored registration and packet pick-up facility at the Marathon Expo. Coordinated staff of 100 and computer system used in processing over 25,000 entrants, from 81 countries. Data entry supervisor, responsible for training and directing 20 computer operators to input over 40,000 marathon entries. Processed data and printed reports and mailing materials.

Assistant-Director Of Computer Services

(2/85-1/91)

New York Road Runners Club, 9 East 89th Street, New York, NY 10128

Duties included data base management, programming, computer instruction, user support, equipment installation, also responsible for laser and line printers used to print personalized, barcoded race bibs, data base reports, and mailing materials (including labels).

Freelance Assistant Editor and Production Assistant

(9/86-5/88)

Salmini Films, 87th & Lexington, New York, NY 10028

Logging 3/4" and Betacam tapes and edit masters on 3/4" console (Controller Convergence Corp. ECS-90).

Computer Specialist

(4/84-12/84)

Lister Travel, 30 Rockefeller Plaza, New York, NY 10032

Responsible for running the ADS computerized accounting system and interfacing it smoothly with the SABRE reservation and ticketing system. Duties included training reservation agents on the SABRE system and producing various accounting forms and reports. Prepared weekly sales report to send to Washington.

EDUCATION:

University Of Texas At Austin, Austin, Texas

(9/73-5/77)

BFA in drama with a concentration in acting. Graduated with honors.

New York Institute Of Technology, New York, New York

(9/84-5/85)

13 hours of work towards a Masters Degree in Communication Arts.

References available upon request.