

Desiree M. Barba

Objective

Dedicated and focused professional who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Highlights

- Microsoft Office proficiency
- Excel spreadsheets
- Meticulous attention to detail
- Resourceful
- * Strong Problem Solver
- * Strong interpersonal skills
- * Workers' Compensation knowledge
- * Report development

Accomplishments

- I worked with one of our Software Engineers to create a check in process using a QR code so that we have easily read contact information for each visitor.
- Work with our UCC team to implement a virtual receptionist so that the need for a physical person at the front desk is no longer needed.
- Take on the responsibility of overseeing the Radio Shop's agreements, working with the various sites to renew or amend the agreement.
- Complete the Contracts Purchasing Academy

Experience

ADMINISTRATIVE SECRETARY-CONFIDENTIAL | MONTEREY COUNTY ITD | 3/2020 – CURRENT

- Work with Management Analyst team on board reports that need to be uploaded in Legistar and work with the different approvers to get it through the process timely.
- Assist with getting the required ITD staff set up in NetFile so that they can file their Form 700.
- Supervise two Principal Office Assistants; one handles the office issues at 1590 Moffett and payroll and the other handling our Radio Shop and I am back up for both areas.
- I oversee 10 vendors for ITD and it's my responsibility to ensure our agreement with any one of those vendors doesn't expire, the service they provide is being completed and I approve payment for their invoices.
- All travel and conference registrations are processed by me so that I am able pay with my county procurement card.
- Work with our HR department on the completion of ergo evals, purchasing all recommended equipment.

SENIOR SECRETARY | MONTEREY COUNTY DSS | 7/2016 – 3/2020

- Complete weekly Overdue Application report and follow up with the manager to find out why the case has gone past its allotted timeframe.

- Track all vacant position numbers allocated for Community Benefits; file a Request to Fill form to begin recruitment process; update weekly report and issue to our management team; provide which number a Secretary can fill for a newly hired or promoted employee.
- Record customer complaints, including when the office of one of our Board of Supervisors contacts us with a constituent concern; I would email the supervisor with a cc to the manager to follow up on the complaint/concern brought forward and then discuss it with my Deputy Director.
Responsible for handling travel arrangements for CB management, using my assigned county credit card to pay for hotel stays.
- Update the master monthly position report, compiling the information given to me from the Secretaries and posting it in the Program Manager shared folder.
- Have an outstanding working relationship with the DSS HR branch on either payroll, recruitment and WC filings.

SECRETARY | MONTEREY COUNTY DSS | 9/2007 – 7/2016

- Use discretion when preparing confidential paperwork for my manager; whether it be disciplinary or medical issues
- Serve as a point of contact for all outside vendors needing to gain access to the building
- Schedule meetings, send invites using Outlook, assemble agendas and transcribe accurate meeting minutes
- Supply temporary badges to visitors that have approved access to the building
- Complete weekly and monthly position reports of the staff in my branch
- Submit work orders to Facilities on building issues
- Provide excellent customers service both internally and externally
- Supervise the Security Guard and sign off on time card
- Track over time hours of the workers helping with the function my manager oversees

OFFICE ASSISTANT | MANPOWER | 10/2005 – 9/2007

- Planned meetings and prepared conference room
- Dispersed incoming mail to appropriate individuals within the office
- Made copies, sent faxes and handled all incoming and outgoing correspondence
- Organized files, developed spreadsheets, faxed reports and scanned documents

ASSISTANT DIRECTOR | SOLEDAD POOL | 5/2002 – 10/2005

- Supervised 11 Lifeguards and trained those that were interested in becoming a Swim Instructor
- Planned out in-service meetings for staff
- Maintained inventory of supplies and ordered what was needed
- Created the weekly work schedule for staff
- Logged all time sheets to the Accountant
- Prepared daily bank deposits from the previous days sales

Education

ACCOUNTING CERTIFICATE | HEALD COLLEGE | 8/2001 – 7/2002

- Graduated with high honors – straight A's every quarter