

Tanya Langrum

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202-413-0388

To obtain a position that utilizes my operational, interpersonal and organizational skills.

COMPUTER OPERATIONS

Microsoft Office
Raiser's Edge
Oracle
L.A. Co Medical Records System
L.A. Co Sheriff's Warrant System (CWS)

Work Experience

OPERATIONS MANAGER

DMB ASSOCIATES LLC
October 2003 to May 2018

Manage Daily Operations * Database Management * Quality Control

OPERATIONS COORDINATOR

CONSERVATION INTL
June 2000 to November 2003

Supervise, Train & Hire Support Staff, Interns & Volunteers
Wrote Operations Procedures Manual * Mailings * Donor Relations
Prepare, Reconcile, Research & Monitor Budget * Events
Membership Database & Services * State Registrations
Process, Verify and Maintain Grant Distributions & Payments

OFFICE MANAGER

LEWIS INSURANCE AGENCY
November 1989 to June 2000

Manage Daily Operations * Insurance Sales

SENIOR CLERK

LA CO SHERIFF'S DEPT
June 1982 to November 1989

Public Counter * Warrants * Property & Evidence * Dispatch

Education

BUSINESS MANAGEMENT

Southeastern University

Skills

PM, Revenue Cycle, Operation, Logistics