

# RESUME

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## **Patricia J. Ayers**

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(919) 265-9633

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### **Website Developer, Off-Site Administrative Assistant:** 1999 to present

- Produced and maintained websites for over 100 clients
- Provided remote administrative support for published authors.

### **Office Manager,** Largent Consulting Engineers, Chapel Hill, NC: 1999 to 2000

- Admin support for two principals and seven engineers
- Handled and routed all external communications
- Designed and maintained company web site.

### **Office Manager,** Ocutech, Inc. (manufacturer of high-tech vision devices), Chapel Hill, NC: 1998 to 1999

- Directed all office operations, supervised four employees
- Managed customer database
- Provided administrative support to senior management
- Maintained company web site.

### **Office Administrator,** FOCUS, Inc. (non-profit which offers summer camps for teenagers), West Tisbury, MA: 1993 to 1998

- Handled all receivables and associated bookkeeping and accounting
- Served as Registrar for all camps and programs, managed database
- Provided administrative support to senior management

**Education:** SUNY New Paltz, 1976, Pace University, 1980

**References provided upon request.**