

KATHY L. RIKER
400 W. 76th Avenue, #112
Anchorage, AK 99518
(907) 244-1167

SUMMARY:

I have 34 years of varied administrative and clerical experience in the areas of aerospace and environmental engineering, human resources, data communications, publishing, and customer service. I am technically fluent in the areas of MS Word, Excel, Visio, and PowerPoint.

I am the Newsletter Editor and Sponsor Chair for the Society of American Military Engineers (SAME), Anchorage Post. As Newsletter Editor, I am responsible for getting the newsletter ready for publication each month. As Sponsor Chair, I am responsible for getting a sustaining member organization to pay for the publication of the newsletter (400 copies) each month.

PROFESSIONAL EXPERIENCE:

MWH, March 2003 to November 2005:

- **Senior Word Processor**, responsible for formatting work plans, reports, proposals, technical memoranda, and letters. Work in concert with project managers and technical editor to prepare various documents according to client specifications. Create and apply templates for use in different documents (work plans, proposals, reports, etc.), including automatic generation of table of contents; inserting and formatting photographs, tables, and non-CAD figures/charts. Troubleshoot Microsoft Word problems. Responsible for maintaining accurate electronic files of all documents and correspondence. Ensure that client deadlines are met and met with a quality product.

JACOBS, 1996 to March 2003:

- **Senior Word Processor**, duties included the input and processing of work plans, appendices, technical memoranda, site visits, backend reports, public notices, fact sheets, brochures, newsletters, charts, tables, proposals, RFP/IDIQs, work instructions, and miscellaneous documents (i.e., letters, project notes, resumes, schedules, etc.). I was responsible for the formatting and distribution of monthly reports and performance overview reports.
- **Specialist/Word Processing Coordinator**, duties included developing and instituting the use of applied styles for the automatic generation of an electronic table of contents and for ease of document formatting. I also assisted in the development of TERC and AFCEE report formats and templates.

Various Temporary Agencies, 1992 to 1996:

I returned to Alaska in 1992 and worked as a temporary employee for various temporary agencies in Anchorage before being hired by Jacobs.

TRW, Inc., Redondo Beach, CA/Cape Canaveral, FL, 1985 to 1992:

- **Database Coordinator/Senior Computer Operator/Senior Word Processor**, responsibilities included handling the release of all spacecraft electrical and mechanical test procedures from initial input through final CADM release. Duties included verifying

procedures met TRW configuration management and safety requirements, as well as the requirements necessary for launch at the Kennedy Space Center in Cape Canaveral, Florida. I worked on several projects while at TRW including the following:

- Fleet Satellite Communications (FLTSATCOM), Flights 6, 7, and 8. This project allowed the military to communicate with each other via satellite. I was an integral part of the test crew that spent several months for each FLTSATCOM flight at Cape Canaveral.
- The Gamma Ray Observatory (GRO) (later renamed the Comptel Gamma Ray Observatory). This project was the second of NASA's great observatories (the first being the Hubble Space Telescope), and was launched in April of 1991 on the Space Shuttle Atlantis. At the time of launch, it was the largest vehicle ever launched into space. While working on the GRO project, I spent an extended length of time at Cape Canaveral (15 months).

Atari, Inc., Home Computer Division, San Jose, CA, 1982 to 1983:

- **Human Resources Administrative Assistant.** Duties while working for the Human Resources Manager/Recruiter included processing personnel paperwork (new hire/terminated employees, salary reviews, exit interviews, etc), coordinating applicant interviews, and following up on applicant status.

ICOT, Corporation, Mt. View, CA, 1981 to 1982:

- **Personnel Assistant.** Duties while working at this small data communications corporation included the hiring of all temporary employees, assigning new hire photo badges and handling the exit interview/closeout paperwork for terminated employees.

Fairchild Camera and Instrument Corporation, Mt. View, CA, 1980 to 1981:

- **Linear Division Personnel Assistant.** Duties included the processing of all employee review and compensation paperwork. I also handled employment verifications and security checks required by Fairchild and outside organizations. I was also the United Way representative for the entire Linear Division.

Silver Burdett Company, Morristown, NJ and Palo Alto, CA, 1971 to 1979:

- **Customer Service Representative/Regional Sales Office Manager.** I started my career working first as a file clerk, next as a No Charge Replacement (NCR) clerk, then as a customer service representative in the New Jersey Corporate Headquarters of this large schoolbook publishing company. My duties included handling the ordering of textbooks and customer service duties for all the Catholic schools in the United States and the entire State of California, both public and Catholic. I was then promoted and transferred to Silver Burdett's Palo Alto, CA office as their Regional Sales Office Manager. My duties there included the supervision of three sales correspondents and a warehouseman.

OTHER:

I was born in Seward, Alaska.

I am a member of the Woman of the Moose (WOTM).