5061 MIDFIELD ROAD • CINCINNATI, OHIO 45244 PHONE (513) 289-5815 • E-MAIL KTHOMA@THOMACONSULTING.COM

KAREN THOMA

ADMINISTRATOR

- Administrative: Oversee all administrative matters including managing calendars, arranging and managing travel, planning events and meetings, managing expenses, screening calls, composing documents and presentations, and organizing offices for efficiency
- ◆ Technical: Proficient in the use of Microsoft Office and technology in general hardware, software, website support, online research, and social media; able to quickly learn and master new technology

SKILLS SUMMARY

- Project management; Leadership; Organization/prioritization
- Reports; Communications written, oral, social media; Professional presentations; Scheduling
- ◆ Analytical and strategic thinking; Customer service; Marketing (academic experience)
- Microsoft Programs: Word, Excel, PowerPoint, Outlook, Publisher, Access, OneNote, OneDrive
- ◆ Accounting | Content Management: QuickBooks Pro; Quicken | WordPress; CQ5
- ◆ Operating Systems: Windows, Mac OS, iOS

EMPLOYMENT HISTORY

3/20 – Present Thoma Consulting, LLC

CINCINNATI, OH

Executive Managing Member

Responsible for overall Company operations, marketing, finances, human resources and strategic planning.

12/15 - 3/20

VOLUNTEER WORK

CINCINNATI, OH

Outreach; Events; Webmaster; Arts Ministries; Photographer

- Full Gospel House of Refuge Managed the ministries; collaborated with leaders of our programs to set goals for the year; assisted with events; photography; website; hosted Thanksgiving/Christmas outreach events
- Pioneer Environmental & Engineering administrative duties for VP, Construction Management; created and designed company website
- Newport Church of God created, designed, and currently manage company website; currently assist with social media presence; currently assist with events as needed

07/13 - 09/14

UNIVERSITY OF CINCINNATI

CINCINNATI, OH

Assistant To

- Primary administrative support for Vice Provost for Academic Affairs and Vice Provost/Dean, Graduate School
- Managed calendars/scheduling; answered phones/fielded questions; managed event/travel arrangements; maintained committee memberships; performed research concerning procedures and practices, identifying problems and recommending solutions
- Managed all meetings: scheduling, agenda preparation, minutes, IT support; research and project related support person for the Academic Committee, Graduate Council, and Graduate Leadership Group meetings
- Managed Program Assessment review process from colleges to Academic Committee
- Managed expenses for both Vice Provosts and my position: p-card receipts/statements, expense reports
- Coordinated/facilitated the National Endowment for the Humanities submissions from UC
- Planned and managed the annual Newly Tenured Faculty celebration in collaboration with President's Office
- Managed the New Academic Program Proposals process for both Vice Provosts
- Updated and modified websites for various committees and Provost office websites

07/12 - 05/13

JM PETERS

CINCINNATI, OH

Staff Assistant at Cintas Corporation

- Provided administrative support to the Senior Director and other Directors/Managers of the Cintas Corp.
 Technology dept. as needed, and general support for the department
- Assisted with on-boarding process for new hires/contractors
- Managed space planning for department

- Ran weekly and monthly timesheet reports for Internal/Vendor use
- Coordinated catering orders and set-up
- Coordinated building maintenance and facilities needs
- Updated and maintained files for the technology department including floor plan, phone directory updates, staff information, process documentation
- Provided general secretarial support: open/sort mail; screen calls; fax, type and proof various documents; draft correspondence, and create presentations; complete special projects as needed

08/09 - 04/10

CINCINNATI PUBLIC SCHOOLS

CINCINNATI, OH

Senior Support Specialist

- Provided administrative support to the Principal and Assistant Principal as well as providing general support for the teaching staff
- Supervised one office clerk
- Managed the main office maintenance/repair issues of telephones, copiers, and general office equipment;
 ordered keys; maintained safety and security logs; ordering/receiving supplies through Oracle
- Updated and maintained staff emergency contact forms, teacher and student handbooks
- Treasurer/Field Trip Coordinator secured busses for trips; collected/deposited money for field trips, student fees
- Payroll Certificated advices, Civil Service entry into Oracle; assisted with Schedule E, and Extended Learning Program tutors
- Provided general secretarial support: open/sort mail; screen calls for school; fax, type and proof various documents; draft correspondence, arrange meetings; complete special projects as needed

04/05 - 07/08

THE E.W. SCRIPPS COMPANY

CINCINNATI, OH

Administrative Assistant

- Provided administrative support to the Senior Vice President of Technology Operations, the CIO of Enterprise Information Technology, and general support for the department
- Managed travel arrangements for the SVP, CIO, and other staff members as needed; also coordinated travel needs and arrangements for visiting executives and staff as needed
- Completed expense report filings for the CIO; coordinated, performed quality assurance checks, and filed Visa Expense Statements for the rest of the department
- Coordinated contracts and approvals with vendors and Scripps' legal department
- Compiled and edited status reports; created presentations, and other documents as required
- Coded and processed department invoices, check requests; maintained contracts, strategic planning, and budget records for the department
- Prepared, coordinated, and secured approval for departmental security requests
- Planned meetings, functions and menus; coordinated catering orders and set-up; coordinated building maintenance and facility needs; assisted with departmental space planning as directed
- Updated and maintained files for the Technology Division including mailing lists, phone directory updates, staff information, process documentation
- Provided general secretarial support: open/sort mail; screen calls; fax, type and proof various documents; draft correspondence, arrange conference calls and coordinate presentations; complete special projects as needed

EDUCATION

2013-2015

UNIVERSITY OF CINCINNATI

CINCINNATI, OH

Master of Business Administration (MBA) with Marketing Certificate; GPA 3.56

2006-2012

UNIVERSITY OF CINCINNATI

CINCINNATI, OH

TOLSIA, WV

◆ Bachelor of Arts in English; Graduated Magna Cum Laude; GPA 3.83; Member: Phi Beta Kappa; Creative Writers Guild-President and Founder; Undergraduate English Society-Treasurer; *Short Vine Journal*-Editor

1988 TOLSIA HIGH SCHOOL

College Prep courses; Graduated High Honors; GPA 3.83