

Eileen R. Wicklund
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EXECUTIVE & ADMINISTRATIVE SKILLS:

Current position as Center Administrator for Computer and Information Services includes responsibility for preparation and analysis of budgets (including long-range forecasts), administration of personnel policies and procedures, design and implementation of administrative systems, formulation of center administrative policy, acquisition and maintenance of equipment and supplies, and oversight of space allocation and maintenance and renovation within the center's physical environment. Coordinate all HR functions for the department including preparation of TSEC promotion files. Provide occasional support for WHOI Grants input and NSF submission. Prepare monthly reports on all cost center and capital budgets. Maintain biweekly databases for tracking technical hours, respond to WHOI internal requests for TA information, and prepare monthly TA reports. Provide VISA reconciliation for staff and administer all purchasing functions for the department. Update AutoCAD drawing files as needed.

Administrative Associate II: provided general office management for Shore Operations and Technology Transfer including assisting in the oversight responsibility of a \$50 million construction budget. Managed rental units, 2 houses and 4 apartments; including lease preparation, occupancy issues, maintenance, and tenant liaison. Assisted in the preparation of Institutional Capital Budgets in addition to direct responsibility for various Shore Operations and Facilities Department budgets. Coordinated utility payments and designed quantitative consumption databases for 54 office/laboratory buildings and 6 rental properties with oversight of budgets and responsibility for invoice approval (\$1.1 million annual electricity and \$300,000 annual fuel). Designed and maintained external and internal intranet web pages for Office of Technology Transfer and the [Facilities Department](#). Appointed Institution Transportation Coordinator in 2004 and designed [Transportation website](#) and transportation incentive programs to facilitate alternative commuting modes. Supervised one administrative assistant, two shuttle drivers with oversight of company shuttle services. Responsible for obtaining insurance for deep submergence vehicles and ancillary equipment used in worldwide scientific research projects (binding authority to \$.75 million). Acted as Project Supervisor on various reconstruction projects within the Institution. Coordinated and negotiated outside contract services.

Proficient in application programs including but not limited to: Prolog Construction Management Software, AutoCAD 2002, Microsoft Word, Visio, Excel, PowerPoint, Dreamweaver MX, Filemaker Pro, PageMaker, Photoshop, Eudora, Pagemill, Netscape Composer, HTML. Experience with Internet research using Web databases. Platform experience includes both Windows and Mac operating systems. Superior office skills with accurate typing (90 wpm) and the utilization of technical, scientific, medical and engineering terminology.

Utilize strong customer service skills and discretion including call screening and tactful problem resolution. Interact with external customers and various levels within corporate structure using a high degree of initiative and dependability.

Notary Public, Commonwealth of Massachusetts - Commission Expires 2013

EXPERIENCE:

2006-Present CENTER ADMINISTRATOR- WHOI, Computer & Information Services
2001-2005 ADMINISTRATIVE ASSOCIATE II - WHOI, Shore Operations & Technology Transfer
12/97-2001 STAFF ASSISTANT III - WHOI (Woods Hole Oceanographic Institution), Facilities Management
01/97-11/97 ADMINISTRATIVE ASSISTANT - Marine Biological Lab., Woods Hole, MA
06/95-02/97 OFFICE MANAGER - Dr. Arunas Kuncaitis, Neuropsychologist, Canton, MA
09/95-03/96 ADMINISTRATIVE ASSISTANT - American Red Cross, Dedham, MA
1994-1995 PRINTING CUSTOMER SERVICE REP. - J.R. Landry & Co., Braintree, MA
1987-1993 QUALITY CONTROL DIRECTOR - Humboldt Graphics, Abington, MA
1983-1987 ADVERTISING MANAGER - Amco, Inc., (Mfg./Eng'g.) Weymouth, MA
1972-1983 ELECTROMECHANICAL ENGINEERING LAYOUT DRAFTER, Polaroid Corporation

EDUCATION:

B.A. Degree, Magna Cum Laude (1983) - Fine Arts, Art History and Instructional Media, Bridgewater State College, Bridgewater, MA
Additional Courses:
American Management Association Certificate in Business Communications 2002
AutoCAD 13 Level 1 certificate (1998), HTML Fundamentals (1999), Advanced Excel (1998 & 1999), Excel Macros & Graphing 2002
Netscape Composer (1999), Advanced PowerPoint (1998 & 1999)
APRA Conference (1997) - American Prospect Research Association, two-day conference with internet research seminars
Advanced PageMaker (1996) - New Horizons Computer Learning Ctr., Burlington, MA
Drafting, Mathematics and Technical Illustration - 320 hours - Polaroid Corporation Training Program, Inner City, Roxbury, Ma