



**EVA M. KELLSTROM
OFFICE ADMINISTRATOR**

EDUCATION Associate of Marketing and Graphic Communications
Northeast Technical College, Green Bay Wisconsin, 1993

PROFESSIONAL EXPERIENCE Office Administrator August 2009 – Present
HFP Acoustical Consultants Inc Houston, Texas
Perform document preparation including computer graphics, office management including reception, contract administration, insurance policies, assistance with invoice preparation, banking services and payables, and general assistance for engineers and consultants.

Documentation Control Manager October 2008 - August 2009
Oderco, Inc. Houston, Texas
Organize all purchasing, invoice and submittal documents. Assist purchasing dept. in creating P.O.'s as necessary. Travel to Abu Dhabi, UAE to train purchasing & accounting personnel in that location on complete documentation control methods.

Office Assistant February 2006 – October 2008
Preferred Foodservice Design/Supply Houston, Texas
Coordinate projects to streamline communication between project managers, architects, general contractors, suppliers & customers. Plot dwgs & compare to written specifications. Create submittal brochures. Track shipments. Organize operation manuals for close-out documents. Assist office mgr. & owner as needed.

Engineering Support Specialist May 1999 – January 2006
Hatco Corp. Sturgeon Bay, Wisconsin
Work closely with Engineering Dept., Quality Assurance Dept. & Crew leaders in all Manufacturing & Assembly depts. to prepare for lean manufacturing & ISO 9000. Create original work instructions in Excel based on Dept. input & time studies. Finalize the instructions for approval & then create the instructions in ProE using current Engineering dwgs as graphics. Maintain updated records in all areas.

CERTIFICATES TL-1 Blueprint reading & basic math.
TL-2 Work teams & personal development
TL-3 Supervisor/Leadership
Getting ready for ISO 9001:2000
Process Auditing for ISO 9001:2000
How to develop shop floor instructions & procedures
Demand flow technology & Business strategy workshop

PROFESSIONAL ACTIVITIES

Ms. Kellstrom has an Associate degree in Marketing and Graphic Communications from Northeast Wisconsin Technical College and eleven year experience working with engineers and assisting with drawing preparation & submittal. At HFP she performs document preparation including office management, reception, contract administration, insurance policies, assistance with invoice preparation, banking services and payables, and general assistance for engineers and consultants.

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