

**Amy LeBlanc, B.A.
Office Manager and
Training Coordinator**

HIGHER EDUCATION

1998 **University of Michigan, Ann Arbor, Michigan**
Bachelor of Arts, English Language and Literature

PROFESSIONAL EXPERIENCE

2000-Present **CONCUR, Inc., Berkeley, California**

Project Assistant. Provides administrative support for ongoing projects including the California Marine Life Protection Act Initiative, the Abalone Advisory Group, the Alaskan Way Viaduct, and the National Marine Fisheries Service Take Reduction Teams. Past projects include the Port of Oakland Maritime Air Quality Improvement Plan, the CALFED Bay-Delta Authority projects, Imperial Irrigation District Efficiency Conservation Definite Plan, Santa Clara Valley Water Resources Protection Collaborative, Clean Estuary Partnership, Humboldt Watersheds Independent Scientific Review Panel, the International Fishers Forum, CPUC Plan B, the Guadalupe River Flood Control Project, Westlands Water District, Vandenberg Air Force Base, and Shoalwater Bay Situation Assessment.

Office Manager. Currently manages office operations and financial records, assists in proposal writing and copyediting, designs and manages website, and is responsible for vendor relations, scheduling, event coordination, and library.

Training Coordinator. Primary coordinator for CONCUR's annual and customized training courses.

1999-2005 **Brainchild Education Centers, Oakland, California**

Teacher. Assist with extra-curricular English and math activities for children grades K-12.

1999-2000 **Pegasystems, Inc., San Francisco, California**

Administrative Coordinator. Assistant to the Regional Vice President and management staff. Responsible for office management, recruiting coordination, event coordination, tel/ data communications, website designs, accounts payable, vendor relations, and information technology assistance.

1995-1998 **University of Michigan Department of Surgery, Section of Urology, Ann Arbor, Michigan**

Office Assistant and Clinical Trials Coordinator. Assisted department Chief, staff, and clinical trials office. Duties included the coordination of clinical trials, administrative and secretarial work, meeting coordination, patient scheduling, prescriptions, and chart reviews.