

## **Peggy Nazarali**

### **EXPERIENCE SUMMARY**

#### **Department of Energy**

**Richland, Washington**

**01/15/03 to 11/30/06**

**Present Supervisor – Stan Branch (509)-376-9450**

**Previous Supervisor James Todd (505-284-6668)**

**Assistant Manager at NNSA in Albuquerque**

**07/29/01 – 01/15/03**

- Respond to the Office of the IG and Congressional Staff
- Maintain Privacy Act/FOIA requests
- Maintain Employee Concern Database
- Maintain tracking and trending reports
- Maintain confidential filing systems
- Maintain Excel charts and HQ quarterly reports
- Archiving ECP records to the National Archives in Seattle
- Assist all the staff in identifying upcoming problems/deadlines.
- Member of National Resource Trustee Council for Administrative Support
- Review and edit all Estars (correspondence and action tracking database) with actions going from the Division to the Assistant Manager's Office and HQs.
- Prepare all power point presentations for the Manager.
- Keep all messages and information passed to the appropriate person.
- Keep all copying done in a timely manner and keep supplies for everyone
- Assist all the other secretaries with electronic programs such as timekeeping, travel, and Estars, power point, excel, ACCESS.
- I maintain an environment that is congenial and helpful to anyone that needs assistance whether they are in our division or from another organization.
- Order all office supplies
- Prepare office space for HQ's visitors
- Supply network service, telephone service and supplies for visitors.

#### **National Severe Storms Laboratory, (NOAA)**

**Norman, Oklahoma**

**5-5-97 – 7-1-99**

**Supervisor – Jeff Kimpel, Manager (405) 366-0429**

- Responsible for screening all phone calls and directing all visitors to their correct destinations.
- Responsible for communicating the directions given during Managers meetings to other secretaries.
- Responsible for all scheduling of meetings and conference rooms.
- Prepared all power point presentations for the yearly Lab review. (These were HQ's staff). I have been the point of contact for all government contractors visiting the Manager or Directors.

- Responsible for helping train other secretaries learning new software programs and helped cover the work in their office in their absence. While working with the Department of Commerce, Department of Defense and the Department of Energy I was responsible for learning the required policies and procedures. This Manager had previously never worked for the Federal Government so therefore I would help him follow protocol as far as signature authority etc.
- Responsible for all the publications getting on the webpage and into the library in a timely manner.
- Gathering scientific material for the monthly activity report.
- Developed the individual performance plans for the secretaries and receptionist of the lab. I was the rating official of the receptionist. She was hired through the Welfare to Work Program and I coordinated the hiring by developing the rating and ranking factors, interview panel, and questions for the interview itself. I was the person responsible for her training classes and individual growth in the laboratory. I was considered her coach and helped her in areas from how to dress professionally to work ethics.
- I worked with our human resource office in Boulder Colorado during the initiation of the paybanding system making sure each scientist and other employees were ranked correctly.
- I was responsible for getting the conference rooms ready and making sure all the video equipment was available.

**Department of Energy**

**Richland, Washington**

**6-1-93 – 5-5-97**

**Supervisor – William Taylor**

I was the secretary to a Director GS-15 level.

- Responsible for his action tracking, scheduling his meetings, and correspondence. I made sure he was notified of all changes of schedules and helped him with all presentations to the Defense Nuclear Facility Safety Board. We were working behind locked doors during this period putting together a RFP for a privatization contract for a vitrification plant that would solidify the nuclear waste here at the Hanford Site.
- Tracked all the contractors bidding on the contract with a critical timeline for each one.
- Responsible for all the travel budget in the Division and all the travel authorizations and travel vouchers which included about 15 people.
- Training coordinator and tracked the training budget for each monthly report.

**Department of Energy**

**Carlsbad, New Mexico**

**7-1-90 – 5-2-93**

**Supervisor – Lila King (retired)**

- Secretary for the Quality Assurance Division.
- Tracked all the surveillance and assessments conducted in the organization.
- Responsible for tracking all actions and meeting due date dead lines.

- I did all the correspondence, travel authorizations, and vouchers, and timekeeping for all the division which was about 20 people.
- Maintained the Director's calendar and arranged for all the meetings and conference rooms.
- Prepared the agenda and notified all attendees of any changes.
- Took minutes for all the weekly meetings and tracked all the actions that were assigned in the division.

**Department of Defense**

**Boston Massachusetts**

**9-1-88 – 12-10-90**

**Supervisor – Sonny Thompson (retired)**

I worked in the Installations Office, where it was my responsibility to:

- Track all the Private Owned Vehicles (POV) vouchers, and budget, travel authorizations and vouchers for 270 employees. Our employees were located in 4 different parts of the state and because of the locations we generated lots of POV vouchers that had a budget different from other travel.
- My office did all the personnel actions including insurance changes, thrift savings changes, and any payroll increases.
- I developed all of the SF-50's for the employees, whether a step increase or job title change, etc.
- Also in conjunction, I worked partly in the Quality Assurance Division where I tracked spare parts in the Raytheon Building where the Patriot Missile was being built.
- I actually got to go out on the floor where the missile was being assembled when there was a spare part due to be installed and if it had not been registered as installed, I had to find out why. This tracking system was very complex, because it covered the entire assembly of the missile. In each office I set up the filing system for each employee's actions and a separate filing system for the missile spare parts material.
- I maintained all the regulations for our office making sure the latest changes were always up to date.
- I distributed all incoming mail.
- I took all incoming phone calls and redirected to the correct location.

**EDUCATION**

2 years at University of Oklahoma  
Northeastern State University