

## LYNDA HAUSER

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Palm Bay, FL 32907  
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### PROFESSIONAL SUMMARY

- Office Manager/Administrator with 20 years of experience
- Bachelor of Science degree in Administration with honors
- Professional organizer of information, people, space and events
- Core values of integrity, confidentiality, customer service and excellence

### SKILL PROFILE

- QuickBooks bookkeeper 10 years; achieve, maintain 100% collected A/R
- Calculate estimates
- Manage projects, systems, procedures, facilities, equipment, tools and supplies
- Essential Soft Skills Credential
- Effective communication; active listening, speaking and writing skills
- Recognizes value in diversity and cultivates an environment of respect
- Liaison between owners, customers, employees, vendors and contractors
- Customer satisfaction advocate
- Negotiate and proofread contracts
- Efficiency innovator
- Create/maintain information management systems
- Inventory control and purchasing, shipping and receiving
- Cost/benefit analysis to survey options, make decisions and implement solutions
- Manage equipment, tools and supplies
- MS Word, Excel, PowerPoint, Outlook
- Office machines include PC, printer, fax, copier, scanner, 10-key and postage meter
- Proven team player and self-starter
- Co-lead Habitat for Humanity of Greater Garland to achieve top 2% production

### EXPERIENCE

SELF-EMPLOYED; N. Tonawanda, NY and Palm Bay, FL

Professional Organizer; achieve client objectives; create operational infrastructure and strategies, systems and tools; organize people, information, projects, space and events  
Successfully manage A/R to achieve/maintain 100% collected customer accounts (Jan 2003-present)

CORNERSTONE CONSTR. ASSOC., INC./TWIN LAKES CONCRETE, INC.; N. Tonawanda, NY

Office Administrator; generate and manage essential business infrastructure  
Successfully manage A/R to achieve/maintain 100% collected customer accounts (Apr 2006-Apr 2016)

ELIM FELLOWSHIP; Association of International Workers; Lima, NY

Service Manager; facilitate Stateside financial transactions for overseas workers (Sept 2004-May 2005)

Project Manager; overcome cultural, language and infrastructure barriers to  
Renovate/furnish housing units on time and within budget in Ghana, W. Africa (May 2005-Aug 2005)

HAUSER TECHNOLOGY INTEGRATION, INC.; Richardson, TX

Chief Operations Officer; co-founder/co-owner software development company  
Develop/implement/maintain complete suite of operational systems (Dec 1996-Jan 2001)

HABITAT FOR HUMANITY OF GREATER GARLAND, INC.; Garland, TX  
Volunteer Coordinator; co-design original software to identify/match volunteer interests/abilities with organizational needs; co-lead team of 250 volunteers to achieve ambitious corporate objectives without paid staff  
Executive Director; co-lead organization to attain top 2% production among new Habitat affiliates; Volunteer of the Year 1995

(Sept 1993-Dec 1996)

(Dec 1993-Dec 1996)

## EDUCATION

University of Texas at Dallas; Richardson, TX  
Bachelor of Science, Public Administration - *Summa cum laude*

Richland Community College; Richardson, TX  
Continuing Education

Berklee College of Music; Boston, MA  
Continuing Education

Clark Summit University; Clark Summit, PA  
(Formerly BBC & School of Theology)  
Associate of Arts

## COMMUNITY INVOLVEMENT

Habitat for Humanity (Dallas, TX; Garland, TX; Mobile County, AL; Buffalo, NY; Niagara Falls, NY);  
World Hope International; American Red Cross; Buffalo City Mission; Niagara Gospel Rescue Mission;  
leadership as executive, administrator, manager, volunteer coordinator; construction team leader and  
renovation project manager – purchase, furnish, paint, budget and reports; siding; roofing; event  
planner; teacher; speaker; musician – vocalist; humanitarian aid worker in the Ukraine, Mongolia, Ghana  
and USA