

# Rosemary Mangino

31207 Country Road  
Fort Bragg, CA 95437  
(925) 209-4404

[rosemarymangino@yahoo.com](mailto:rosemarymangino@yahoo.com)

## **EDUCATION/BACKGROUND:**

Mendocino College, Ukiah, CA

2014 to present – Major-Mathematics for Transfer

College of the Redwoods, Fort Bragg, CA

Graduated May, 1993 – Highest Honors

Harvard Trade Union Program, Cambridge, MA

Lifework Program Graduation – February, 2011

## **SKILLS/COMPETENCIES:**

- Adapt to periodic heavy work load
- Communicate effectively both orally and in writing;
- Complete assigned projects with minimal assistance;
- Establish and maintain cooperative and effective working relations with others;
- Maintain confidential information;
- Meet the public in a courteous manner;
- Perform a variety of office functions in support of assigned office or program;
- Plan and organize assigned projects;
- Type/word process at a minimum of 85wpm
- Understand and use a variety of computer applications and software;
- Work independently and as a team member.
- Strong advocacy skills
- Good organizing, follow-through and prioritizing skills
- Research

## **TRAININGS:**

Conflict Management

Grievance Processing

By-Law Development

Arbitration Process

Legal Research

Microsoft Word/Excel/Powerpoint/Outlook

## **PAID EMPLOYMENT:**

California Teachers Association – Field Services Specialist – 1996-2011

Cordelia Regional Resource Center 9/2001 thru 7/2011

Concord Regional Resource Center 2/1998 thru 8/2001

Ukiah Regional Resource Center 5/1996 thru 2/1998

- Perform on-site property maintenance functions.
- Compose and prepare correspondence for staff and leadership from drafts, notes, disks and/or network.
- Edit report and correspondence for style and correct English usage, grammar, punctuation, and spelling.
- Answer the telephone and responds to inquiries from the public, members and staff as appropriate.
- Represent the CTA and provide assistance to members and chapter leaders requesting Association services, benefits and programs.
- Process GLS referrals for CTA members as directed.
- Makes timely referrals to appropriate staff and/or ensures inquiries receive a response in absence of person(s) to whom assigned.
- Compile information and create/maintain databases using current technology.
- Schedule appointments, travel arrangements as requested and maintains office calendars for assigned staff.
- Arranges and prepares for meetings and workshops and performs other required logistics.
- Computer work involving database, powerpoint, excel, outlook and word processing

Mendocino County Office of Education  
 Mendocino, CA  
 Staff Secretary, Computer Lab – 9/1994 thru 2/1996

- Compile and organize information and compose reports;
- Compile grades and attendance
- Compose and type correspondence and other office documents;
- Create databases, use spreadsheets and other computer applications;
- Establish and maintain office files, logs and reports;
- Order supplies and equipment;
- Plan, organize and complete assigned clerical tasks;
- Receive visitors, assist or direct them to appropriate location(s);
- Represent school/program in the absence of assigned administrator;

College of the Redwoods  
 Fort Bragg, CA  
 On-Call as     Library Aide  
                   Student Counselor  
                   Secretary to Dean  
                   Administrative Assistant to the Dean  
 9/1990 to 5/1993

## Registrar

Mendocino Middle School  
Mendocino, CA 9/1990 thru 6/1994  
Special Education Resource Aide

Fort Bragg Unified School District  
District Office, Fort Bragg, CA 7/1987 to 6/1990  
Secretary to two Assistant Superintendents

Prior to 1996, from 1968 thru 1981, my employment was in New York:

- Morgan Guaranty Trust Company (Wall Street) Steno/Typist
- CBS Radio, Secretary in Radio Research  
Uris Building Corporation, Construction Secretary
- Thomson, McKinnon Auchincloss Kohlmeyer, Inc., Secretary
- New York University, (Greenwich Village) Secretary to President

### **PROFESSIONAL ORGANIZATIONS:**

Phi Theta Kappa Honor Society, since 1995

Harvard Trade Union Program Alumni Association, since 2/2011

MENSA, since 3/2014

Mendocino County Civil Grand Jury, 2017-18

Alpha Omega Lambda, since 2018