



## Lynne Clark

Catamaran Senior Project Manager

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### Position with Firm

- 2019–present **Catamaran Senior Project Manager.** Provides project management support to the Michigan Department of Education’s Catamaran system for the Office of Special Education’s Performance Reporting Unit. Leads facilitation, requirements gathering, implementation, data management, reporting, and client management. Directs system application design and enhancement involving communicating with client and project team members to execute design plans and workflow.
- 2018–2019 **Consultant.**
- 2010–2018 **Program Assistant.**
- 2009–2010 **Office Manager.** Oversaw the firm’s administrative and human resource functions. One of three PSC staff involved in internal financial controls for the firm.
- 2006–2009 **Executive Assistant.** Provided administrative support, including managing calendar, phone, correspondence, and travel for the senior vice president, as well as arranging logistics for large meetings. Assisted production manager with the preparation of data, reports, and mailings. Served as the project assistant for Catamaran.

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### Previous Professional Experience

- 2004–2006 **Office Manager/Legal Assistant,** Bordelon & Schultz Law Firm P.L., Gulf Breeze, Florida. Oversaw the firm’s administrative, human resource, and financial management. Assisted litigation and probate attorneys with legal transcription.
- 2004 **Secretary/Receptionist,** McSwain Engineering Inc., Pensacola, Florida. Provided administrative support that included managing phone, travel arrangements, new case initiation, deposition preparation, and more.
- 1993–2003 **Word Processing/Secretarial Area Coordinator,** Pensacola Christian College, Pensacola, Florida. Managed staff and student work schedules and supply ordering. Assisted the supervisor, resolved computer problems, and trained new employees.
- Education **Pensacola Christian College, BS in Secretarial Administration**

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## **Skills**

- 4-D Client
- Adobe Acrobat
- Camtasia
- Crystal Reports
- Dreamweaver
- Microsoft Office suite
- PageMaker
- PCLaw
- QuickBooks
- Unisys
- Vista

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## **Associations**

- Member of the Project Management Institute Michigan Capital Area Chapter, 2020
- Member of the Michigan Association for Evaluation, 2012–2016