



## **Pamela Sanders**

Consultant

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### **Position with Firm**

- 2018–present **Consultant.** Conducts research and analysis for the firm and its clients on a wide range of health and human services topics. Assists with developing data collection tools and meeting reporting. Provides support to the health and human services team on various projects.
- 2016–2018 **Project Assistant.** Provided support on various projects on the health and human services team. Compiled and analyzed qualitative and quantitative survey data. Wrote meeting summaries. Provided support to the team by assisting in research, meeting scheduling, and event planning.
- 2011–2016 **Executive Assistant.** Provided support to the health and human services team by assisting in research, meeting scheduling, and event planning.
- 1998–2001 **Research Assistant.** Researched a variety of subjects. Tracked and analyzed state legislation. Wrote pieces for various Public Sector Consultants publications. Performed data analysis. Aided in staffing client meetings and conferences. Performed bookkeeping duties for clients. Provided clerical support to the health and human services team.

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### **Previous Professional Experience**

- 2006–2011 **Accounting Assistant, Pro-Tec Equipment, Charlotte, Michigan.** Handled accounts payable and accounts receivable. Managed payroll and human resources. Managed production inventory. Prepared various tax returns.
- 1995–1997 **Office Manager, Microform Systems Inc., Lansing, Michigan.** Handled accounts payable and receivable. Supervised office staff.
- 1994–1995 **Administrative Assistant, Microform Systems Inc., Lansing, Michigan.** Assisted with payroll. Edited and prepared final drafts of sales proposals. Performed data entry and word-processing tasks. Performed reception duties.
- 1992 **Administrative Intern, City of Mt. Pleasant, Mt. Pleasant, Michigan.** Interned in the city manager's office. Participated in specific projects and research, including work with a volunteer group on an historic preservation ordinance.

Education      Central Michigan University, BS in Political Science with a concentration in Public Administration