

**Helen Vega**  
Personal Chemical Exposure Program  
Department of Entomology  
University of California, Riverside, CA 92521  
T: 951-827-3724 – F: 951-827-5803  
e-mail: [helen.vega@ucr.edu](mailto:helen.vega@ucr.edu)

### **Education**

AA Business Administration, Brooks University, Oxford England

### **Experience**

#### **Jan/2005-Present:**

Administrative Assistant, Personal Chemical Exposure Program, Dept of Entomology, University of California, Riverside

Assist in preparation, formatting and proofreading of reports and technical documents, technical tables, graphs and PowerPoint presentations. Maintain paper and electronic filing system. Compose, draft, edit and finalize general correspondence. Track status of and assist with preparation, coordination and submission of intra-and extramural contracts and grants.

Coordinate travel arrangements, prepare itineraries and submit travel expense vouchers. Obtain cash advances and process other reimbursements. Maintain office and laboratory supplies, placing orders against the correct funds whenever necessary.

**Data management.** Field and laboratory assistance, including collection of field supplies, environmental personal (urine and clothing) samples. Contract laboratory liaison including sample inventories, sample shipment, scheduling of analysis and collection of results.

#### **Nov/1998-Jan/2005:**

Administrative Assistant, Department of Entomology, University of California, Riverside

**Website Development and Maintenance.** Assist Faculty in the preparation of new projects, project revisions, annual reports, termination reports, regional research addendum, USDA and other competitive grant forms, etc. Prepare other reports as needed for Financial Administrative Officer and Academic Support Supervisor.

Assists in the preparation, formatting, and editing of highly scientific manuscripts, grant proposals, technical tables, graphs and PowerPoint presentations.

**Responsible for preparing departmental quarterly newsletter “The Buzz.”** This includes gathering information, composing, editing, printing, and distribution. Maintain the alumni database, adding new alumni and correcting addresses as needed.

Answer public service phone calls by mailing publications to answer questions or by forwarding phone calls to appropriate specialist, SRA or professor.

Petty cash disbursements and departmental calendars.