

Résumé of Margaret K. Cooke

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Title

Contract Administrator –NASA-sponsored programs at Wheeling Jesuit University – effective July 1, 2001 to present. Purchasing Agent 2008-present

Duties

Process all contracts, sub-awards, and non-disclosure agreements for the National Technology Transfer Center/Washington Operations, Challenger Learning Center and Wheeling Jesuit University (grants); maintain correspondence with vendors; monitor deliverables against invoices; process invoices for payment; process check run three times per month; process modifications and terminations, when necessary against contracts; process de-obligation of purchase orders; notify project managers relative to contract end date to determine no cost extensions and/or additional funding, etc.; coordinate final payment of contract and final report; process competitive bids as necessary; maintain monthly contractor report; assist with annual audit; monitor funding from West Virginia Space Grant Consortium for Faculty Enhancement, Student Scholarships; process close-out of WV Space Grant awards; process all requisitions for purchase orders; process all invoices against purchase orders for payment; approve all travel requests; audit all expense reports to ensure proper per diem and mileage rates are being used; compute commitment reports monthly and review report for purchase orders over 30 days that have not been invoiced; print out month-end reports (Project Summary, Non-Labor Detail, and Labor Detail) for all Project Managers and Principal Investigators.

Professional Experience

Program Associate/Contract Administrator/Assistant to the Acting President

(July 2001 to June 2005)

Duties

Supported CET management in development, planning, scheduling and tracking functions; performed independent research and individual assignments in the development of programs and proposals; maintained client contact; provided logistical support for program-related activities, meetings, workshops and conferences; assisted in the collection of data, maintenance of files and documentation, budget preparation and monitoring and tracking and preparing reports related to program activities; assisted in internal and external presentations on products and materials developed related to program activities; processed contracts for consultants; assisted in editing website and U.S. Constitution software; provided staff support to CET management on activities related to the delivery of products and services; participated in technical and professional societies that related to areas of CET involvement.

Senior Administrative Assistant for Operations, NASA Center for Educational Technologies/Accountant (July 1995 to June 2001)

Duties

Processed check vouchers using Costpoint government accounting system; processed invoices against purchase orders, coded and approved for payment; maintained spreadsheets for CET; audited travel expense reports for staff and consultants in accordance with Federal guidelines; assisted in preparation of financial reports; assisted in contract development; maintained internal documentation and spreadsheets for COTF workshops and CET operations; invoiced clients for CET activities; collected payments for deposits; processed cash receipts for end of month bank reconciliation; orientation of new CET personnel.

Executive Secretary, NASA Classroom of the Future, Center for Educational Technologies (March 1993-June 1995)

Duties

Scheduled travel, appointments and maintained calendar for CET personnel; scheduled national conferences for personnel; managed student workers, processed invoices for payment; orientation of new employees; maintained security for building, i.e. requisition of keys, swipe cards; processed correspondence for director; maintained timesheets and leave requests for CET personnel; answered telephone calls; scheduled travel and bi-annual meeting of the National Advisory Board for the CET; transcription of all meetings as the new building was under construction; assisted with budgeting of NASA funding; all other duties as assigned by the executive director.

Secretary, National Technology Transfer Center, Wheeling Jesuit College (November 1990-May 1995)

Duties

This was a new position due to the NASA cooperative agreement between Wheeling Jesuit and NASA, which was received in the summer of 1990. I was one of the first secretaries hired with the new NASA program to assist the newly appointed Executive Director of the NTTC. All aspects of secretarial duties and responsibilities were assigned, such as answering the telephone, scheduling travel for the executive director, typing correspondence, preparation and filing of NASA documents.

Secretary to the President, Wheeling Jesuit University (July 1990-November 1990)

Duties

Answered telephone; typed correspondence; maintained calendar; scheduled appointments; assisted with grand opening of the Teacher Resource Center (NASA facility), handled correspondence relative to Senator Byrd, Congressman Mollohan and local participants for the ribbon cutting ceremonies. I moved into this position at the recommendation of the Executive Vice President-Chief Financial Officer. Initially, I was hired by the Executive Vice President-Chief Financial Officer to fill in for her secretary, who was on maternity leave, and upon the secretary's return, I was hired by the president.

Secretary to the Executive Vice President-Chief Financial Officer, Wheeling Jesuit University (April 1990 to July 1990)

Duties

Answered telephone; coded invoices for payment; maintained monthly spreadsheets for each department; dictation and transcription; maintained daily calendar; all other duties as assigned by the Executive Vice President-Chief Financial Officer.

Education

M.B.A., Wheeling Jesuit University, Wheeling, WV 1999

B.A., Wheeling Jesuit University, Wheeling, WV 1995

Certified paralegal in the state of West Virginia by the National Academy of Paralegal Studies, Mahwah, NJ 1989

Expertise

Costpoint, Deltek, Excel, MS Word, PowerPoint, Microsoft Outlook, Gregg shorthand skills

Awards/Honors

Clifford Lewis S.J. Award for commitment of service – highest alumni honor given by WJU Alumni Association, 2006

Astronomy Village, Multimedia Program for Space Science, 1996

Alpha Sigma Nu, National Jesuit Honor Society, 1995

Dean's List, 4 years

Gloriam Award for Academic Excellence and Outstanding Leadership, 4 years

Committees/Service

Presently serving on WJU's Administrative Council (secretary)
Presently serving as WJU representative on the Board of Directors for the West Virginia Space Grant Consortium (2005-present)
Presently serving as Coordinator of Alpha Sigma Nu, National Jesuit Honor Society for WJU (1999-present)
Presently serving on WJU Campus Ministry as Liturgical Reader, Eucharistic Minister
Chaired search committee for selection of Executive Director for the CET
Served on Steering Committee for Leadership Wheeling
Served on WJU Parents' Club
Served on WJU Kirk Scholarship Committee
Served on WJU Drug and Alcohol Task Force Committee
Served on WJU "Significant Life Events" Committee
Served on WJU Baccalaureate Committee
Served on WJU Annual Picnic Committee
Served on WJU Adult and Continuing Education Advisory Board
Served as volunteer at Wheeling Hospital Emergency Room
Member – Friends of Wheeling
Notary Public for the state of West Virginia

Workshop Participation:

Leadership Wheeling Class of 2003
Two-day Accounts Payable Workshop
Federal Contracting – The Very Basics
Mistake Free Grammar & Punctuation
How to Handle People with Tact and Skill
Basic Supervision
Power Communication Skills for Women
Interpersonal Skills
Management Skills for Secretaries, Administrative Assistants, and Support Staff
Managing Multiple Projects, Objectives and Deadlines
How to Better Organize, Control and Manage Accounts Payable
The Take-Charge Assistant
The Indispensable Assistant
Microsoft Windows
Beginning Excel

Conferences Attended:

Attend Board of Director meeting(s) annually for the West Virginia Space Grant Consortium in Charleston, WV (2005 to present)
Special Assignment at NASA Headquarters from September 20 to October 20, 2004 in Washington, DC
Alpha Sigma Nu, National Jesuit Honor Society Triennial Convention Chicago, IL (October, 2000)
Alpha Sigma Nu, National Jesuit Honor Society Triennial Convention, Buffalo, NY (October 2006)
Alpha Sigma Nu, National Jesuit Honor Society Triennial Convention, St. Louis, MO (October 2009)
Alpha Sigma Nu, National Jesuit Honor Society Triennial Convention, Philadelphia, PA (October 2012)
National Council for Teachers of Mathematics (NCTM), Chicago, IL (April 2000)
Attended Richmond College, London, England (June 1994) for 2 weeks studying European Economic Community as part of WJU's Adult and Continuing Education Program.