

# Pamila Russell

Mobile 865.661.1521  
943msp@gmail.com

---

## Summary

A professional team player who is positive, ambitious, and intelligent. Solid background in analysis, planning, and organizing with highly developed communication skills. Microsoft Certified Application Specialist with experience in a variety of additional software including Lotus Notes, SAP, Adobe Acrobat, Sharepoint and Raiser's Edge. More than a decade combined experience in Accounts Payable and Receivables, Purchase Request, Vendor Management and Client Relations. A Certified Notary Signing Agent for the State of Tennessee and a Notary in Connecticut.

## Experience

### Electric Power Research Institute (EPRI)

2016 to 2019

EPRI conducts research and development related to the generation, delivery and use of electricity for the benefit of the public. An independent, nonprofit organization that bring together scientist, engineers and experts from academia and the industry to address challenges in electricity.

#### Sr. Administrative Assistant

- Provide support to the East Coast Division of the Environment Sector, Executive Director, and Program Managers
- Maintain calendars, timesheets and schedules
- Outlook, Sharepoint and SAP
- Purchase Requisition, Project Budgets and Payables
- Set up and maintain Vendor record and billing
- Manage office operations
- Arrange meetings/webcasts and complex events
- Prepare and edit presentations, spreadsheets and reports

### Alstom Power Inc.

2002 to 2016

Alstom has the industry's most comprehensive portfolio of thermal technologies – coal, gas, oil and nuclear – and holds leading positions in turnkey power plants, power generation equipment and air quality control services and systems.

#### Corporate Governance Officer and Legal Assistant

#### Microsoft Certified Application Specialist

- Prepare and record consent documents, resolutions, board actions
- Prepare and complete entity registrations and maintain records of incorporation
- Manage billing for legal fees and hours of in-house and outside counsel
- Manage Vendor set up and billing
- Manage office operation and provide support to department and outside legal advisors
- Arrange meetings and events
- Manage electronic (.pdf) filing system
- Prepare and edit presentations, spreadsheets and reports
- Arrange executive travel (Domestic and International)
- Maintain corporate books
- Prepare minutes of Board meetings
- Maintain calendars (Lotus Notes and Outlook), timesheets and schedules through PMX and SAP

## **Child and Family Services**

**2000 to 2001**

Working in partnership with the community, it is their mission to provide a continuum of services that enhance family life through prevention, treatment and advocacy.

### **Administrative Manager**

- Training for software database.
- Technical support for reporting of daily, monthly and quarterly statistical reports for the Executive Board and Board of Directors.
- Financial management to include receivables, acknowledgments, gift and pledge billing.
- Coordinate special projects and events throughout the community.
- Provide support for grant writing, public relations, and executive administrative staff.
- Prepare PowerPoint presentations for Board and Executive Committee meetings.

## **St. Mary's Medical Center Foundation**

**1998 to 2000**

Focus specifically on fundraising and fund distribution programs.

### **Consultant**

- Provide training for Raiser's Edge software.
- Prepare mail merges for donor activities.

## **Baptist Health System**

**1993 to 2000**

Baptist Health System Foundation, a charitable organization provided benefits regarding health, general and rehabilitative, with focus specifically on fundraising and fund distribution programs.

### **Stewardship Manager**

- Train, supervise and maintain the Raiser's Edge software database.
- Create and implement policies and procedures for the Stewardship Department.
- Manage fund receivables.
- Prepare daily, monthly, and quarterly financial reports for accounting, auditors, and Board reporting.
- Prepare presentations for Executive Board and Committee meetings.
- Prepare budget for Stewardship Department and technical support for Foundation Annual Budget.

### **Data Coordinator**

- Financial management to include acknowledging, billing, gifts and pledges.
- Daily deposits and reconciliation.
- Develop, edit, and publish quarterly newsletters.
- Provide support for Special Events Coordinator and Administrative Assistant.

### **Development Coordinator/Special Events Coordinator**

- Prepare and coordinate special events and fundraising projects.
- Schedule meetings.
- Prepare budgets, schedules and material for events.
- Prepare financial reporting for events.

**Quality Improvement-**Train and teach using various techniques in coordination with QualPro, Ropes, Franklin Covey and other methods to maintain accreditation.

**Affiliated Services-**Negotiate contracts for services and construction, contractors and sub-contractors, maintained all construction and contractor licenses, permits and safety training throughout the systems network.

## Education

Roane County High School	Kingston, TN	Graduate
Roane State Community College	Harriman, TN	Business Administration
New Horizon Learning Center	Knoxville, TN	Software - Certification
Blackbaud University	Charleston, SC	Software – Certification
Tennessee Real Estate School	Knoxville, TN	
Microsoft Certified Application Specialist	Atlanta, GA	MOS

## Professional and Personal References

Mr. Richard D. Austin	Sr. Vice President, General Counsel ALSTOM Power Inc. U.S. - France	860-630-0475
Mr. Ben Colgrove	Sr Manager, Labs and Safety EPRI, Knoxville, TN	865-567-2881
Mr. Bill Gould	Director EPRI, Energy and Environment Sector	973-610-4095
Ms. Marrita Watkins	Executive Coordinator ORNL	865-410-5579