



DEBORAH ELAINE PAUL
Administrative Assistant

FORMAL EDUCATION:

- Graduated Snook High School, May 1973

PROFESSIONAL EXPERIENCE:

TDI Brooks International, Inc., College Station, Texas; Administrative Assistant; December 2005-Present

- Receptionist
- Training Records
- Personnel Records
- Personnel Deployment
- Travel Logistics

Retired from Texas A&M University, March 2005

Geochemical and Environmental Research Group, Texas A&M University, College Station, Texas; September 1996-February 2005; Administrative Assistant

- Assisted in grant writing, proofread grants and other correspondence for accuracy
- Organized special events such as international workshops, contacted participants
- Organized presentations for events
- Maintained most current issues of standard operating procedures (SOPs), quality assurance management plans (QAMPs); and quality assurance project plans (QAPPs).
- Assisted with publishing of quarterly newsletter
- Assisted with all graphic presentations preparation

Geochemical and Environmental Research Group, Texas A&M University, College Station, Texas; September 1988-September 1996; Senior Secretary

- Assisted in proposal and report preparation
- Assisted in presentation preparation
- Maintained most current issues of standard operating procedures (SOPs), quality assurance management plans (QAMPs); and quality assurance project plans (QAPPs).

Department of Oceanography, Texas A&M University, College Station, Texas; April 1982-September 1988; Senior Secretary

- General offices duties
- Assisted graduate students with degree plans

Cooperative Education Program, Texas A&M University, College Station, Texas; 1980-1982; Senior Secretary

- General offices duties
- Assisted undergraduate students with registration
- Responsible for upkeep of all student records



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Dean of Engineering, Texas A&M University, College Station, Texas; 1978-1980; Secretary

- General offices duties
- Assisted undergraduate students with registration
- Responsible for upkeep of all student records

Extension Horticulture, Texas Agricultural Extension Service, Texas A&M University; 1975-1978; Stenographer

- General offices duties
 - Assisted professional staff with newsletter preparation and publication
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