



DEBORAH ELAINE PAUL

Administrative Assistant

debbiepaul@tdi-bi.com

EDUCATION

Graduated Snook High School, May 1973

PROFESSIONAL EXPERIENCE

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

- Receptionist
- Personnel Deployment and Travel Logistics – Responsible for all travel related activities including visa applications, airfare requests, hotel, rental car, etc. for employees and occasionally client representatives that are deployed world-wide to TDI-Brooks International, Inc. research vessels.
- Assist Environmental Laboratory Manager and Quality Assurance Manager with report preparation.

Retired from Texas A&M University, March 2005

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

- 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, TX, Senior Secretary, September 1988-September 1996

- 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, TX,
Senior Secretary, April 1982-September 1988

- General offices duties
- Assisted graduate students with degree plans

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

- General offices duties
- Assisted undergraduate students with registration



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

- 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, College Station, TX, Stenographer, 1975-1978

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