

MARIAN BETTS – OFFICE MANAGER/BOOKKEEPER

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Anderson, IN 46016

WORK EXPERIENCE

April 2019 - Current

Lost Legends Publishing, Ilc.

Incorporated 4/4/2019

Anderson, Indiana; On Site, Telecommute

- Author:
 - What Can I Give the King? –Children’s Christmas Musical.
 - Ruby’s Story – Movie Script.
 - RUBY HEART: The Legend Begins.
 - CATAclysm: Second Lost Legend of the Ruby Heart.
 - TIME HAS COME! Third Legend of Ruby Heart (in process).
- Publisher:
 - CATAclysm: Second Lost Legend of the Ruby Heart.
 - THE SPANISH BEAUTY, by Elaine C. Wolfe.
 - TIME HAS COME! Third Legend of Ruby Heart (in process).
- Research:
 - Internet, Library and Archives for projects, editorials, research papers, events, operating procedures, ADA Compliance, and more.

July 2005 - Current

Incorporated 11/24/2017

Marian's Studio, Ilc. Anderson, Indiana; On Site, Telecommute locally and Internationally.

- Design, create and support websites.
 - Current websites:
 - Marians Studio Ilc: mariansstudio.us
 - Lost Legends Publishing: lostlegendspublishing.us
 - Indiana Wildlife Artists, Inc.: indianawildlifeartists.org
- Create
 - Multi-media graphic and digital story illustrations, book jackets, illustrations
 - Business branding; logos, marketing materials, publications, promotional items, newsletters, training manuals, and operating procedures.

Major Client: 2005 – 2007, 2009-2014

Professor Dr. Nell Arnold, Brisbane, Australia

United States Communications Center, Anderson, Indiana

- Collaborate with Dr. Arnold, State-side and globally, being aware of time zones and language barriers.
- Arrange venue, travel, lodging and transportation, traveling with Dr. Arnold when needed.
- Communicate
- Design and create websites for Dr. Arnold and her associates in Australia, Asia Pacific, UK, USA.
- Create publications, advertisements, newsletters, fliers, brochures.
- Research and compile information as required.
- Compose letters, e-mails, proposals/requests for proposals and/or qualifications.

ADMINISTRATIVE ASSISTANT – PART TIME

March 2014 – March 2016

Kingston Avenue Baptist Church, Anderson, IN

- Support Senior Pastor and Church Staff.
- Act as liaison between Staff, Elders, Deacons, volunteers, maintenance staff, vendors, and the public.
- Manage correspondence for Staff, proofreading & editing documents as needed.
- Maintain the church databases in ChurchPro.
- Bookkeeping: Accounts payable/receivable; Income and Expense reports, Year-End Reports; Annual giving histories of all church members.
- Schedule appointments and manage calendar for Senior Pastor.
- Schedule events and building usage.
- Sort and distribute mail and emails.
- Design bulletins, fliers, brochures, placards, and other forms of communication.
- Assist in project development and event administration.

TECHNICAL DRAFTER/CARTOGRAPHER

July 2007 – December 2008

Verizon – Westfield, Indiana.

18-month Contract through TEKSystems - Indianapolis, IN

- Using Microstation, draft placement maps, schematics, and other technical drawings.
- Fill out permits and other legal documents.
- Prioritize workload, solve issues and challenges.
- Maintain database, time reporting and records.

ENGINEERING ADMINISTRATOR/CARTOGRAPHER

1996 – 2005

Pacific Bell/SBC Telephone Company - Sacramento, California

- Drafting: Manual and computerized maps, schematics, technical drawings using Pacific Bell/SBC proprietary software built on CAD 14.
- Fill out permits and other legal documents.
- Communicate effectively with engineers and Pacific Bell/SBC customers.
- Remain organized while working on multiple projects.
- Attention to details and accuracy, conceptualizing layout and design from sketches and written instructions.
- Research, investigate, prepare, and generate reports.

EDUCATION

- 2012-2014 Kaplan University On-Line - AS in IT/Web Design
- 2011-2012 I.T.T. Indianapolis, Indiana - Civil and Architectural Drafting
- 1991-2005 America River Collage Sacramento, California - Bookkeeping and Accounting
- 1968-69,1971-72, Sothern Illinois University Carbondale, Illinois, General Studies, Commercial Art, Graphic Design, Illustration, Photography

ASSOCIATIONS

- National Society of Collegiate Scholars
- Indiana Wildlife Artists' Association:
 - 2011-2021 Web Master; 2018-2019 Acting Treasurer; 2018- 2021 Annual Fine Art Exhibit Chair and Registrar; 2020-2021 Membership Chair.