

the resumé of matt warren

Swiss Army Knife

Summaries are snoozers, so the relevant keywords follow: versatile, hardworking, professional, creative, diplomatic, pragmatic, efficient, administrator, writer, and educator

Work History



Benaroya Research Institute

1201 Ninth Avenue • Seattle, WA 98101
Ph: (206) 583-6525

Administrative Assistant IV

from April 2007 to Present

- Serve as the lead administrative person for scientific support, training new employees, and providing training and tech support for all desktop software.
- Provide executive-level administrative assistance for five scientists' labs.
- Author process and instructional documentation for all labs serviced.
- Prepare numerous grants, manuscripts and scientific illustrations for submission on behalf of the senior scientists.
- Perform lab supply ordering, PO processing and labeling/arrangement of chemicals, proteins and antibodies.
- Manage a high-profile lecture series, including travel arrangements, room scheduling, dining & entertainment, and expense processing.
- Publish quarterly internal newsletter and other promotional materials; includes layout, proofreading, technical writing, photography and coordination.

Administrative Assistant III

from June 2006 to March 2007

- Provided executive-level administrative assistance for four scientists' labs.
- Authored process and instructional documentation for all labs serviced.
- Designed and produced 50th anniversary promotional poster/timeline.
- Prepared numerous grants, manuscripts and scientific illustrations for submission on behalf of the senior scientists.
- Created extensive process documents, refined existing methods, and trained people in one-on-one settings.
- Managed a high-profile lecture series, including travel arrangements, room scheduling, dining & entertainment, and expense processing.
- Published quarterly internal newsletter and other promotional materials; included layout, proofreading, technical writing, photography and coordination.

Administrative Assistant II

from April 2003 to May 2006

- Provided executive-level administrative assistance for three scientists' labs.
- Authored process and instructional documentation for all labs serviced.
- Prepared numerous grants, manuscripts and scientific illustrations for submission on behalf of the senior scientists.
- Managed a high-profile lecture series, including travel arrangements, room scheduling, dining & entertainment, and proper expense processing.
- Created extensive process documents, refined existing methods, and trained people in one-on-one settings.
- Published quarterly internal newsletter and other promotional materials; included proofreading, technical writing, and coordination.
- Performed front desk reception duties as needed.

Kelly Services

601 Union Street, Ste 301 • Seattle, WA 98101
Ph: (206) 382-7171

Various administrative jobs

from Sept 2002 to March 2003

- Generated templates, refined processes, manipulated graphics and typeset business card orders in a high-volume capacity for numerous government agencies (Lighthouse for the Blind).
- Managed the scheduling of the conference rooms, facilities, equipment and catering orders (VMMC).
- Managed and transferred art assets for a large graphic design team (Bon/Macy's).

Uniform Medical Plan

1511 3rd Avenue • Seattle, WA 98101
Ph: (206) 623-6925

Office Assistant / Database Technician

from Aug 2001 to Aug 2002

- Trained employees in the use of a new member database.
- Developed methodology and documentation for and entered information into new member database; filled out bug reports and reported/resolved all data problems within the new system.
- Created and maintained ad-hoc Excel and Access databases as needed; imported and exported data in a variety of formats.
- One of the principal workers on the layout and production of the 2002 Medical Benefits Catalog.

Harborview Medical Center

325 Ninth Avenue • Seattle, WA 98101
Ph: (206) 731-3000

Program Assistant

from Oct 2000 to July 2001

- Served as the secondary administrative contact for the Managed Care department, performing various support duties as needed.
- Developed a managed care intranet portal, linking to critical documents and templates as well as relevant RSS news feeds.
- Built extensive workload-reporting system for tracking forms along their path through the department; also developed instructional documents.
- Established templates and mailing lists for all departmental correspondence.

Nordstrom Corporation

600 University St • Seattle, WA 98101
Ph: (206) 215-7000

Systems Administrator

from April 2000 to Sept 2000

- Provided internal technical support for the ABT Results Management software as well as establishing metrics and standards for employee time reporting.
- Documented new and existing processes and methodology.
- Worked to synchronize existing Access databases with ABT Results Management software.
- Developed documentation and trained individuals on the use of in-house time management tools.

Project Assistant

from May 1998 to March 2000

- Supported 100+ people (including 25 managers) in the Systems Development group; executed reports and ensured timely and accurate communications.
- Provided internal technical support for the ABT Results Management software as well as establishing metrics and standards for employee time reporting.
- Documented new and existing processes and methodology.
- Helped to develop a pilot request management system for the development team.
- Performed extensive technical writing and managed version control and auditing of both the functional requirements and specifications.
- Developed documentation and trained individuals on the use of in-house time management tools.

Skillset Breakdown

Advanced Admin Skills

Exemplary education, training & public speaking; Technical/functional authorship; Grant and manuscript submission; computer task automation; digital storage methodology; website content maintenance; technical writing skills; ACUC & IRB processes; IT-guru for other admins

Creative Support Skills

Intermediate ability with graphic figures, illustrations, and promotional materials; editing skills in PowerPoint, Photoshop & Fireworks; reference & bibliography database management; small- to mid- scale database creation, testing and implementation

Standard Admin Skills

90+ wpm typing speed; formal email/letter composition skills; institutional confidentiality and compliance; expense management; letterhead, memo & form creation; event & travel planning; efficient time management

My Strongest Software Skills

I've used the following software packages a great many times and can be expected to function expertly with them right out of the gate.

Microsoft Office

Word, Excel, Power Point, Outlook, and Visio.

Adobe Applications

Acrobat Pro, Photoshop, Fireworks, and Dreamweaver.

Other Applications

Reference Manager

Macro Express

Viewlet Builder

Results Management

References are available upon request