



FRANK WHITE, JR.
Jackson County Executive

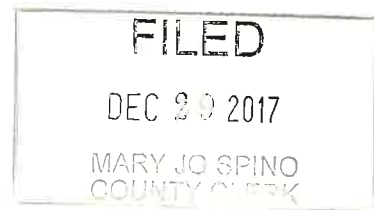
EXECUTIVE ORDER NO. 18-03

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.
JACKSON COUNTY EXECUTIVE**

DATE: JANUARY 3, 2018


**RE: APPOINTMENT AND REAPPOINTMENT TO THE MERIT SYSTEM
COMMISSION**



I hereby make the following appointment and reappointment to the Jackson County Merit System Commission:

Michelle K. Dupin is appointed to a new term to expire December 31, 2021, to fill the vacancy occasioned by the expiration of the term of Steven C. Krueger. A copy of Ms. Dupin's resume is attached.

Virginia (Dee) Evans is reappointed for a term to expire December 31, 2021.



Frank White, Jr., County Executive

Date: 12/28/17

Michelle K. Dupin

15805 E 76th St
Kansas City, MO 64139

816-213-5140
Mdupin24@gmail.com

SUMMARY OF QUALIFICATIONS

Accomplished executive assistant with 5 years of administrative experience reporting to a COO. Highly motivated and dependable professional skillful in corporate administration, inter departmental collaboration, problem solving, and process improvement. Detail oriented with superior communication and organizational skills and a high degree of professional integrity. Lead and manage projects that are time sensitive and critical to organization success. Committed to providing superior customer service to internal and external customers. Proficient user of MS Office (Word, Excel, PowerPoint and Outlook). Serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks

PROFESSIONAL EXPERIENCE

Truman Medical Centers
Kansas City, MO

Executive Office Coordinator, Assistant to Chief Operating Officer, Lakewood February 2015 – Present

- Provides administrative support for the Chief Operating Officer
- Experience partnering with and supporting a high level executive, including as a confidante
- Acts as liaison and provides administrative technical skills and expertise to the COO, in the administration and coordination of all activities on the Executive Office. Conducts research and prepares speeches, talking point tools and presentation materials for COO.
- Works independently on special nonrecurring and ongoing tasks/projects with little to no supervision. Acts as project manager for special projects at the request of the COO, which may include planning and coordinating multiple tasks and disseminating information.
- Compiles, develops, reports, and presents financial, statistical, and operational information utilizing database management, word processing, spreadsheet, and graphic presentation skills.
- Ensures information flow to and from the Executive Office. Types and designs general correspondence, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes; responsible for accuracy and clarity of final copy.
- Uses considerable judgment in scheduling and organizing internal and external meetings. Prepares agendas, catering and audiovisual requirements, attends various meetings as recorder, and prepares and distributes minutes in a timely manner. Coordinates follow-up of tasks assigned during meeting.
- Arranges for meetings and appointments for COO and oversees executive support staff activities for executive office. Manages and processes travel arrangements by developing itineraries, agendas, and scheduling transportation and lodging in coordination with work calendars. Processes expense reports for payment.

Executive Assistant to the Chief Nursing Officer, Nursing Administration October 2011 – February 2015

- Provides administrative support to the CNO and Senior Level Management of Nursing Administration
- Receives and appropriately routes or responds to incoming visitors, calls and correspondence, answers inquiries, and/ takes messages or redirects for response as necessary
- Schedules and organizes internal and external meetings, including preparation of agendas, catering and audiovisual requirements
- Attends various meetings as minute recorder, prepares and distributes minutes in a timely manner. Coordinates follow-up of tasks assigned during meeting.
- Arranges for meetings and appointments and maintains calendars electronically; forecasts schedule conflicts, notifies and manages accordingly
- Manages mail, responds to correspondence and initiates correspondence; answers inquiries.
- Maintains and organizes budget information and accounts payable timely
- Processes expense reports for the department and books travel arrangements and prepares itineraries

- Works on special non-recurring and/or on-going projects at the request of the CNO with little to no supervision
- Prepares power point presentations, compiles and analysis data for reporting. Builds and manages Excel spreadsheets
- Maintains confidential reports and records
- Conference call and WebEx set-up
- Supervises Nursing Administrative Assistant personnel; hires, evaluates performance, provides operational direction, assigns workload

Lee's Summit R7 School District
Lee's Summit, MO

July 2005 – July 2011

Administrative Secretary to the Principal Lee's Summit North High School
Business Secretary, Lee's Summit High School

- Served as secretary to the principal and as facilitator for the school/public. Served in communicating information, problem solving, material acquisition, cash handling, record keeping, and supervised the high school secretarial staff.
- Typed, prepared distributed, and filed records / reports, correspondence and mailings that were related to building functions and principal needs.
- Served as confidential secretary to the principal
- Processed purchase orders for all departments and monitored budgets and distributed monthly balance accounts.

Travel and Transport
Overland Park, KS

June 2001 – January 2005

Supervisor, Travel Department On-Site for Black and Veatch

- Supervised a staff of corporate travel agents responsible for coordinating travel needs for onsite client. Provided guidance and assistance on complex and large travel requests. Performed as a liaison between department head of client and home travel office

ITravel
Overland Park, KS
Manager of Client Services

January 1998 – March 2001

- Managed and provided work direction to department staff. Ensured that customers were retained, satisfied, and that their needs were fulfilled. Responsible for designing and implementing improved process and operational policies. Recommended changes to products or services to fulfill customer needs.

EDUCATION

Associates in Arts, Metropolitan Community College, Lee's Summit, MO