

VICKY HUGHES-MCMILLAN

16526 West 78th Street, # 197
Eden Prairie
Minnesota 55346

Tel: (952) 937-8747
Fax: (952) 975-9708
vh@DelphiGrp.com

Executive Administration, Legal Research & Support, Project Management

CAREER ASPIRATIONS

To Utilize My Diverse Background And Skills To Provide Enhanced Support And Research Services For Legal Practitioners And Comprehensive Administrative Support For Executives.

- Effective Project Management Across Different Disciplines and Perceptions
- Research, Analysis and Strategic Planning
- Management and Communication of Highly Confidential Corporate and Financial Information
- Legal Research, Including Law, Procedures and Case Law.
- Executive Support and Implementation of Management Strategies and Decisions
- Extensive Computer Support for Document Preparation, Archiving and Presentations

SKILLS AND EXPERIENCE

Experienced Administrator, Manager and Strategic Planner. Proven success in diverse commercial and financial environments. Combines strong skills as a project manager with a sensitivity to the needs of both the employer and the customer. Productive, innovative and committed to results.

Skills and experience include:

- Project management
- Comprehensive online legal research
- Extensive computer skills
- Customer Service management
- Highly confidential Executive support
- Team leadership and personnel management
- Strategic planning, budget planning
- General accounting and credit management

CAREER HISTORY

Delphi Associates Inc., Eden Prairie, MN (1999 - 2001)

Principal

A diversified consulting company engaged primarily in computer based healthcare education, legal research and web design and development. Part time position with responsibility for legal research services and project support, as well as general accounting. Introduced legal services offering based on experience gained in appellate level research closely associated with precedent setting case.

Century Manufacturing Inc., Bloomington, MN (1998 - 2001)

Executive Assistant

Manufacturer of diversified line of automotive service equipment. Reported directly to the President of the company and also provided support for two Vice Presidents and other senior executives. Coordinated and handled numerous highly confidential and time sensitive projects, often on short deadlines. Responsibilities included all aspects of executive support; e.g. travel and expense management, conference coordination, preparation of presentations, marketing support, customer interaction.

Temporary Assignments, mostly for Eli Lilly & Co., Indianapolis, IN (1996 - 1998)

Executive/Administrative Assistant

At Eli Lilly I was engaged primarily on the Year 2000 program, which included the preparation of presentations and training manuals for new staff, as well as executive support. Other responsibilities included setting up worldwide teleconferencing and videoconferencing, as well as coordinating travel arrangements.

ADESA Corporation, Indianapolis, IN (1995 to 1996)

Executive/Administrative Assistant

Responsible for acquisition of budget and sales results from 20 satellite sites and the utilization of data acquired to generate corporate level reports and analysis. Strategized and implemented a major corporate project involving the sales and leasing back of the entire company vehicle fleet, resulting in a \$2.3 million dollar net capital gain for ADESA. Coordinated travel arrangements, scheduling and support for the Vice President of Fleet Lease Operations and assumed day to day operational responsibilities in her absence.

Paine Webber Inc., Indianapolis, IN (1993 - 1994)

Cashier/Wire Operator

Posted A/P and A/R. Entered stock transactions with NASDAQ and SEC. Responded to customer inquiries regarding accounts.

D.E. Frey and Co. Inc., Colorado Springs, CO (1992 - 1993)

Assistant Operations Manager/Sales Assistant

Transmission of trades transactions to New York Stock Exchange/Over the Counter Exchange. Enforcement of Securities and Exchange Commission compliance regulations. Assisted financial consultants in all areas of customer relations.

EDUCATION

1976 – 1978 Graduate, Lafayette Academy, Providence, Rhode Island
Medical Assistant /Receptionist Training Program

Continuing Professional Education:

Includes training in management practices, computer software (Microsoft Word, Excel, Powerpoint and Access, Lotus Notes), HTML and web design, finance and accounting.

VICKY HUGHES-MCMILLAN

16526 West 78th Street, # 197
Eden Prairie
Minnesota 55346

Tel: (952) 937-8747
Fax: (952) 975-9708
vh@DelphiGrp.com

Computer Skills

EXPERTISE

Extensive expertise and experience in the design and development of PowerPoint presentations and web sites. Highly proficient user of QuickBooks Pro accounting software and day to day management of corporate accounts, A/P, A/R, etc. Broad experience in structuring queries for online database searching with particular application to legal research.

ADDITIONAL TRAINING

Formal training in database design and development and the use of Microsoft Access, as well as HTML and web design and development.

PROFESSIONAL EXPERIENCE

- Experienced in the design and development of web sites for both internal and external applications.
- Areas of expertise include web site and graphic design, as well as the ability to map the designs to the needs of both the client and the client's customers.
- Extensive project management experience and ability to direct and execute complex projects on schedule and in budget.
- Comprehensive experience in the maintenance and management of corporate accounts and general financial management for small companies.
- Extensive experience in structured legal research using online database services.
- Articulate with end users and capable of assessing and fulfilling client needs.

PRODUCT EXPERTISE

		<i>Software</i>	
<i>Operating Systems</i>		<u>GENERAL:</u>	<u>SPECIFIC APPLICATIONS:</u> (Items used on a daily basis are in bold type)
MS Windows 98 MS Windows 95 MS Windows 3.1 Palm OS	Online legal research Financial management PDF file creation and editing Web site design and development Graphics design Web browsers MS Office software Database design and development Powerpoint presentations	Adobe Acrobat Internet Explorer MS Access MS Excel MS Photo Editor MS Powerpoint MS Word Netscape Navigator Norton Antivirus Norton SystemWorks PC MACLAN Photoshop LE QuickBooks Pro WS_FTP	