

Laurisa (Lara) Bernhardt

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Address: 12600 West Glen Court, Choctaw, OK 73020

PROFESSIONAL SUMMARY

Over ten years' experience in office support. Driven to solve problems and overcome challenges. Passionate about education and writing.

EDUCATION

SOUTHEASTERN OK STATE UNIV.

Master of Education – English focus

Durant, OK

May 2023

UNIVERSITY OF TULSA

Musical Theatre BA

Tulsa, OK

Fall 1997 – Spring 2003

- Extensive rehearsals for theatre productions and courses in speech, vocals, and communication
- Roles in *A Streetcar Named Desire*, *Into the Woods*, *Barefoot in the Park*, *Crimes of the Heart*, *Anything Goes*, *Grease*, *Comedy of Errors*, *Little Mary Sunshine*, *Much Ado About Nothing*, and *A Midsummer Night's Dream*

BROKEN ARROW HIGH SCHOOL

High School Diploma

Broken Arrow, OK

May 1991

WORK EXPERIENCE

FREELANCE/INDEPENDENT

Author/editor/publisher

December 2016 – current

- Former Editor-in-chief Balkan Press: Review, accept, edit, format, and publish manuscript and literary journal submissions
- Author of *The Wantland Files*, *Shadow of the Taj*, and *Red Rain*, Oklahoma Book Award for Best Fiction finalists
- Freelance manuscript editing
- Present sessions about writing and publishing at libraries and writing conferences

SOUTHEASTERN OK STATE UNIVERSITY

Aviation Sciences Department Office Coordinator

Tinker AFB, Midwest City, OK

August 2020 – current

- Greet visitors, answer phone calls and emails
- Provide support for faculty
- Assist with semester schedules
- Advise and enroll Aviation students
- Supervisor: Lori Rupert, Aviation Sciences Department Director 405-733-2210

ROSE STATE COLLEGE

Division Office and Classroom Support Assistant/Engineering & Science

Midwest City, OK

September 2017 – August 2020

- Greeted visitors, answered phone calls, entered work orders and helpdesk requests, and organized and oversaw building renovations
- Oversaw classes and labs in 3 buildings/supported 70+ professors
- Supervised work study employees
- Collected and maintained faculty and staff time sheets, student grade records, and adjunct employment applications/coordinated new hires with HR
- Assisted the dean with entering semester class schedules for the department and assisted the advisor with student enrollment
- Supervisor: Dr. Wayne Jones, Dean of Engineering and Science (now retired) 405-227-1983

I.C.E.S. CORPORATION (AEROSPACE MANUFACTURER)

Office Coordinator

Cleveland, OK

May 2013 – current

- Part-time remote work since September 2017
- Process payroll, enter Accounts Payable and Accounts Receivable invoices, notate payments, reconcile bank accounts
- Oversaw material inventory levels, purchased raw materials for part production, assisted with quality document maintenance and control, developed new training program, oversaw training and new-hire orientation, entered and paid invoices, entered cash receipts, and submitted payroll.

ST JOHN MEDICAL CENTER

Patient Service Representative

Tulsa, OK

June 2007 – October 2010

- Assisted in general office work, scheduled appointments, called patients, processed insurance, and ordered supplies
- Supported the St. John’s Hospitalist Office, an office of 40+ physicians, including floor physicians, intensivists, nocturnists, and ER physicians, and 8 mid-level providers
- Verified proper admittance of patients through the ER, processed death certificates, processed reimbursements from FLEX accounts, paged doctors, took meeting minutes, researched and acquired journal articles at physicians’ request, assisted with physician credentialing, and administered exams to interns/residents

UNIVERSITY OF TULSA COSTUME SHOP AND TULSA COMMUNITY COLLEGE PACE

Costume Shop Stitcher and Costume Manager

Tulsa, OK

May 2003 – November 2005

- Built, altered, fitted, and repaired costumes for various shows, including *Beauty and the Beast*.

REFERENCES

Chris Kennedy, Metropolitan Library System Regional Director Personal friend	405-606-3436
Tommy Evans, Spirit AeroSystems Director of Operations Former coworker	918-807-4140
John (Jaz) Primo, Rose State History Professor and VP IT Department Former Coworker	405-623-9031
Jimmy Soderstrom, ICES Corporation, Production Manager Coworker	918-640-0588