



ANNE MICHELE PRIESTMAN

Administrative Officer
Graphic Design Student

PROFILE

Although I have primarily worked in the Administrative field and served for many years in the United States Coast Guard, my passion has always been geared toward Art and Graphic Design. Along with this passion, my newly acquired skill set will benefit your company by providing new ideas, creativity and designs to improve visibility and new marketing strategies.

Please visit my website for more information and examples of my accomplished design work.

CONTACT

Website:

<https://www.geocities.ws/annepriestman/>

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AFFILIATIONS/CERTIFICATES

Notary Public (Expire 11/5/2022)

American Legion

Chief Petty Officer Association (CPOA)

VA BHS Employee Recreation

BLS (Basic Life Support) Certified

EDUCATION

Southern New Hampshire University, Manchester, MA

September 2018 – Current. Anticipated date of graduation May 2020.
Bachelor’s Degree in Graphic Design and Media Arts

Bridgewater State University, Bridgewater, MA

January 2017 – May 2018
Bachelor’s Degree in Graphic Design

Massasoit Community College, Brockton, MA

December 2016 - Associates Degree in Criminal Justice
May 2011 – Certificate in Law Enforcement
May 1998 – Associates Degree in Business Administration

WORK EXPERIENCE

**Department of Veterans Affairs/VA Boston Healthcare System –
Administrative Officer - September 2009 - Current**

Primary Administrative resource for the Police Service. I independently coordinate daily administrative operational activities, which include personnel, budget, procurement, and other administrative functions for the Chief of Police, 68 Police Officers and staff. Frequently create law enforcement pamphlets, fliers, and primary training photographer. Created two logos for the VA’s Employee Education service.

**Department of Veterans Affairs/VA Boston Healthcare System –
Program Support Assistant - September 1997 - 2009**

Secretary to the Chief of Police and also the Primary Timekeeper or the VA Police Service. Responsible for filing, central storage, and accountability of all Uniform Offense Reports and Daily Operations Journal for the VA Police Service. Dissemination of Uniform Offense Reports to Service Chiefs, Office of Security and Law Enforcement, Federal & State Courts and other authorized Federal and State agencies. Created law enforcement educational pamphlets, fliers and children’s safety coloring books.

**United State Coast Guard Reserve- November 1978 – August 2016.
Retired E-7, Chief Petty Officer.**

October 2003 – January 2011: First Coast Guard District (D1) Region Webmaster. Worked with many divisions/branches providing expert administrative assistance and planning expertise on various projects.
September 2001 – October 2003: Administrative Chief for the newly created Maritime Homeland Security Branch after September 11, 2001 attacks. Event scheduling, maintenance of contact list and distribution lists of attendees. Event visual/audio setup. D1 Newsletter editor.

SKILLS

