

**COLLEEN M. LIEB**  
*36 Pearl Street*  
*Middleboro, MA 02346*  
*(508) 345-3466*

**SKILLS & ABILITIES:** Typewriting--80 net wpm, extensive knowledge of office procedures, business letter writing and records management. Fluent with ADP Payroll Software, Microsoft Excel, Microsoft Word, Microsoft Outlook, Powerpoint, and Peachtree Accounting Software. Highly organized, professional and motivated. Able to prioritize, works well with others and independently.

**EMPLOYMENT EXPERIENCE:**

- 9/00 – Present      *Administrative Assistant/Human Resources Co-Ordinator,*  
**The Stiles & Hart Brick Company**, Bridgewater, MA  
Manage and direct all incoming phone calls. Responsible for weekly payroll for 45 employees. Complete entire new hire process with employees from required paperwork to drug testing. Create and implement OSHA related training for the manufacturing plant; monitor OSHA compliance. Handle confidential matters for the President and Vice President as they arise. Work with the Plant Manager on Worker's Compensation issues. Send out correspondence of brick compliance to Dealers & Distributors as requested. Co-ordinate meetings, functions and travel plans.
- 08/12 – Present      *Clerk, **Historical Commission, Town of Middleboro***  
Prepare monthly meeting minutes for review by Members. Draft correspondence of votes taken by the Commission for the Chairman's signature. Assist in the preparation of hearings under the Demolition By-Law and send abutter notices. Organize historical files and historic items.
- 1997 - Present      *Clerk, **Finance Committee, Town of Middleboro***  
Prepare weekly or bi-weekly meeting minutes for review by Members. Handle correspondence and assist in the preparation of the Fiscal Year Budget Book that is presented at the Annual Town Meeting.
- 1999 - 2011      *Clerk, **Planning Board, Town of Middleboro***  
Prepared weekly meeting minutes involving hearings as they related to roadway construction or special permits.

**EDUCATIONAL BACKGROUND:**

- 1994-1996      *Bay State College, Boston, MA*  
Working towards Associates Degree in Business Management
- 1987-1988      *Burdett School, Boston, MA*  
Certified Graduate of Executive Secretarial Program with Word Processing, Named to President's List, Class Secretary for one month, Chairman of Semi-Formal Committee.
- 1983-1987      *Sharon High School, Sharon, MA*  
Graduate of Business Program