

Nance J. Fertich
Office Manager

PROFESSIONAL EXPERIENCE: Since 1985

EDUCATION:

B.A. in Communications, Messiah College, 1985

CURRENT RESPONSIBILITIES:

Office Manager for Material Matters, Inc. Provide administrative assistance to the professional staff members and support for project managers. Manage company budgets by tracking time, expenses, revenues, and generating invoices. Prepare public relations materials and training manuals. Assist with correspondence, preparation of proposals and other documents.

PREVIOUS EMPLOYER RESPONSIBILITIES:

Director of Community Relations [Philhaven Hospital, Mt. Gretna, PA] Oversaw corporate wide public relations activities including the in-house graphic design of printed materials from conception to finished product. Coordinated projects with printers, consultants, publishers, etc. Prepared press releases for local media. Developed and tracked the Community Relations annual budget.

Served as a resource for department managers in developing marketing plans for new and existing programs. Assisted the Director of Development with fund-raising materials as needed including materials for annual employee campaigns and the sponsor booklet that accompanied our annual golf tournament.

Produced and served as editor of several program-specific newsletters for targeted audiences. Provided in-house graphic design through the use of several desk-top publishing programs. Assisted program managers in developing customized trade-show displays.