

## **WENDI M.P. ESTELITA**

*Senior Financial Associate/Marketing Assistant*

### **EDUCATION:**

B.A. San Francisco State University, Mathematics, 1992

A.A. College of San Mateo, Social Sciences, 1989

### **FIELDS OF SPECIALIZATION:**

Financial Administration, Personnel Administration, Marketing Assistance, Research Assistance, Program Archive Administration and Production.

### **PROFESSIONAL HISTORY:**

Ms. Estelita joined Sociometrics Corporation in July 1996. Since that time she contributed to the Program Archive on Sexuality, Health and Adolescence (PASHA), the Adult HIV Program Archive, Phase I, NIDA Program Archive, Phase I, and the CDC Evaluation Workbook and Tutorial. Her work on PASHA was in great part layout and design of program materials as well as in the production of all orders. Her work on both the Adult HIV and NIDA Program Archives was in the capacity of research assistant where she conducted searches and mimeographed supporting journal articles to assist in compilation of briefing documents. She served as a production assistant and graphic layout artist for the CDC Evaluation Workbook. In September 1997 Ms. Estelita was promoted to Financial Associate where lie her current primary responsibilities. They include, but are not limited to: payroll processing; A/P; A/R; cash management; sales reporting; budget forecasting for future grants and contracts; and inventory of equipment purchases. In addition to her responsibilities as Financial Associate, Ms. Estelita also assists the Marketing Team in the compilation of direct mail lists, the coordination of direct mail production with the mailing houses, the copy editing of our thrice-annual Archive Reporter newsletter and updates to our web site, and the ongoing administration of the internal marketing database, files and portfolio. From October 2000 through March 2003 she also held the corporate position of Co-Personnel Manager. Her responsibilities included: conducting entry and exit interviews with staff; maintaining confidential personnel records; administering medical and life insurance policies; distributing job announcements to appropriate employment agencies; maintaining workman's compensation files; complying with California labor laws; mailing new employee information to the Employment Development Department; and maintaining the corporate Handbook of Administrative and Personnel Policies. Ms. Estelita also served as a founding member on Sociometrics' Operations Council and assisted in all facets of the council with a concentration on personnel issues.

Prior to joining Sociometrics, Ms. Estelita worked as a retail associate, assistant manager, and office associate with Mervyn's department store where her main areas of expertise were personnel administration, accounts receivable, and merchandising.