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Ms. Rita Wilkowski
Office Manager/Executive Assistant

Education

Studies in Sociology, Henry Ford Community College, Dearborn, MI
Eastern Michigan University, Ypsilanti, MI
Studies in Accounting, The Ohio State University, Columbus, OH

Qualifications

Office Administration

Ms Wilkowski has managed the administrative functions of Emc² since its inception in January 1998. She is responsible for the day to day office operation.

Accounting & Bookkeeping

Ms Wilkowski is responsible for managing office correspondence, accounts payable and receivable, maintaining the accounts and financial books. She handles client and vendor questions related to invoicing and bill payment and is responsible for all banking activities.

Ms Wilkowski coordinates insurance needs for the office.

Ms Wilkowski supports preparation of audits requests. She is responsible for tracking all expenses, receipts and invoices.

Project Management Support

Ms Wilkowski supports all projects for Emc². She arranges flights, hotels, car rentals as needed for travel. She is responsible for entering and filing all receipts and travel forms.

Experience

Ms. Wilkowski has managed the administrative functions of Emc² since its inception in January 1998. She is responsible for managing office correspondence, accounts payable and receivable, office supplies, maintaining the accounts and financial books, coordinating meetings, communications with clients, staff and vendors. Ms. Wilkowski is tasked with insuring that office operations including coordination of telecommunications (internal phones and cellular phones, facsimile and e-mail service, etc), and office electronics such as network printers, copiers, personal computers, including laptops, etc are functional and meet the needs of the technical staff.

Ms. Wilkowski handles resolution of client and vendor questions related to invoicing, bill payment, scheduling, and technical staff availability. She also coordinates travel, supports a Human Resource role through interaction with candidates for positions at Emc².

Rita Wilkowski (continued)

Prior Experience

Prior to starting work at Emc², MS. Wilkowski held several similar positions over a 25 years career as office manager for organizations such as Office Manager for a Physicians Consortia, financial assistant for a church pre-school, and many other similar positions.