

Curriculum Vitae

Ada L Henne-Koene

Administrative Assistant/Office Manager/Editor/Free
Lance Writer/Photographer

Education

Certificate – American Institute of Banking
Graduate Yakima Senior High School – Yakima, Washington

EXPERIENCE

Semi-Retired on Kauai

2000-present

Prepared newsletters in PageMaker and later InDesign for various clubs. Photographed Orchids and sold them as giclees. Continued to update my book "At Home in Holland". Edited and prepared photographs for "Kauai Farmers' Market Soups" by Helen Lacono and "Heavenly Haku Kauai'I" by Elvrine Chow. Traveled extensively on Kauai.

Office Manager/Administrative Assistant/Editor/Free Lance Writer/Editor/Photographer - Home based in Holland

- 2000

I worked for various firms as Administrative Assistant/Editor/travel writer/photographer as I traveled with my husband on his overseas assignments. Did some Free Lance Writing and Photography for Off Duty and Aramco travel magazines. Edited "At Home in Holland" for the American Women's Club of the Hague and edited "Holland Days", a cookbook for the American Women's Club of Amsterdam and wrote "The Food Shopper's Guide to Holland" which sold 20,000 copies. Wrote a chapter on Food for "The Holland Handbook" published by Expat Media.

Office Manager/Administrative Assistant/Editor - Thailand and Korea, and Administrative Assistant for all Asian Offices.

Lyon Associates, Inc. Consulting Engineers, in Hawaii, Korea, Thailand, Hong Kong, the Philippines and Okinawa. As a Consulting Engineering Firm, we prepared numerous engineering feasibility studies, master plans and design specifications. My responsibilities included setting up new Project Offices and training and supervising the local administrative personnel in these offices. These administrative personnel provided support for the engineers, by editing, typing, proof-reading, and supervising the layout, printing and distributing of all outgoing reports and bid documents. As Department Head, I was ultimately responsible for all of the above functions. I also assisted in preparation of qualification proposals and cost proposals for new projects. Offices varied from 20 to 250 people with administrative personnel numbering from four to 30. Prime clients were the International Bank for Reconstruction and

Development (IBRD), and the Asian Development Bank (ADB), as well as the United States Government and governments of host countries.

Engineering Assistant

E. E. Black, Ltd. General Contractors, Honolulu, Hawaii. Served as Engineering Assistant to a staff of 20 engineers. Duties included calculating quantity and cost estimates and preparing final bidding documents and attended bid openings. Work also included preparing submittal letters and editing the engineers' letters and proposals.

Teller/Inter-Departmental Utility Pool

Seattle First National Bank, Seattle (Now Bank of America), Seattle and Yakima, Washington. Worked in various departments of the Main Office and some branch offices. Was a member of the utility pool which supplied vacation and sick relief to various departments. It meant having a working knowledge of various departments in the bank.

Languages:

Some Dutch, German, Korean and Thai

Citizenship:

The United States of America