

## Bonnie's Recent Work

Here is a list of some of the work I performed in 2017-2018:

Name	Project or Operations	Timeframe	Goal	Budget
File paperwork	Operations	Ongoing		
Line up payroll service	Project	12/1/2017 – 12/10/2017	Implement 3rd party payroll service	Annual fee less than \$1,000
Run payroll	Operations	Ongoing		
Organize garage in house	Project	8/1/2018 – 8/24/2018	Belongings in labeled, clear plastic containers on garage shelves	\$300
Japan vacation	Project	7/1/2018 – 10/13/2019	3-week vacation with friends in Japan	\$10,000
Record Project 2019 course	Project	6/1/2018 – 9/15/2018	Update Project Essential Training course for Project 2019/Online	
Update Project Management Foundations course	Project	10/15/2018 – 3/15/2019	Update course to provide more hands-on training and incorporate feedback suggestions	
Deliver custom on-site training	Project	11/1/2018 – 12/6/2018	Deliver project mgmt. workshop to the client based on pain points	\$10,000