



Eileen Anderson- Warner

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Born and raised in Heber City, Utah (a rancher's daughter). An academic scholarship paved the way to Brigham Young University; trained in automation and administration by Los Angeles law firms; hands-on experience in ranching, real estate development, bookkeeping and

2000-2006 Realtor

Utah Broker, Thunder Ridge Real Estate LC

- Specializing in land, closing 95% of all contracts written. Involved in 50% of all land transactions sold through the Uintah Basin MLS from 2002 to 2004. Obtained Broker's license in 2004 and relocated business to Fruitland UT, specializing in land and recreational properties.
- Trustee for Fruitland Special Service District 2007

2000-1990 Blue Diamond Oil Corp Utah / Nevada

Vice President, Board of Directors and Corporate Secretary

- **Project Manager** for Southwest Quarter PUD – Vernal - Guided project through Planning & Zoning
- **Project Manager** for Blue Diamond Estates – Ely. Parceled properties and set 22 homes on permanent foundations with onsite additions of garage and living space.
- **Author** of Sales Brochures and Executive Summaries
- **Office Manager /Bookkeeper**
Responsible for all aspects of daily operations and staff. Bookkeeping (Accounts payable, receivables, payroll, document preparation for accountants, preparation for in-house financials, departmental budgets), inventory control (houses, horses, equipment, vehicles, furniture, real estate holdings).

1980-1989 Office Manager, Manager of Information Systems

Parkinson, Wolf, Lazar & Leo Los Angeles CA

- **Managerial**
Managed staff of 78 employees within 6 divisions with a budget of \$4 million.
Achieved 30 percent reduction in support staff ratio
Retain 80 percent of staff in a highly motivated, team work approach
Developed first three employees into departmental managers
- **Financial**
Transformed a deficit operation into a profit-making operation achieving an income of \$3 million in 2 years with income projected to double in 2 years
- **Automation**
Approximately 70 computers and 2 Novell networks replaced typewriters and dedicated word processing equipment. Designs (Novell assisted) for a combined network with 100 workstations occupying 5 floors
- **Entrepreneurial**
Designed, documented and implemented a relational database system to handle information gathered by 100 attorneys for word-product generated in 521 cases and data relation to support staff needs. Package included 11 software modules, including 258 entry screens and menus. System created a "check and balance" in preparing evidence for trial. Reports evidence supporting points of law with each case, evidence supporting oppositions' case, internal firm directory, repetitive data used in documentation production, personnel statistics, departmental production statistics, equipment inventory and maintenance history, supplies inventory, jobs delegated with follow-up, operational and informational flowcharts of each department, photos and personnel profile of each employee, with training and troubleshooting calls recorded.

Automated manual repetitive system reducing overhead, reducing cost to the client, and increasing attorney productivity. Yearly savings include \$3.6 million in increased productivity from the "Case Organizer", \$600,000 in savings from reduced support staff, and \$400,000 in automated project planning function.