

## TAMMY J. PERRY

## BUSINESS MANAGER

### EDUCATION

University of Southern Maine, Portland, Maine:  
BA Communication, 1989

University of Maine, Orono, Maine: Social  
Work, Ongoing

**DIRIGO**  
BUILDING SCIENCE  
ENGINEERS



"Making Your Vision a Reality"

[www.dirigobse.com](http://www.dirigobse.com)

[tperry@dirigobse.com](mailto:tperry@dirigobse.com)

### CREDENTIALS

Notary Public, State of Maine, Commissioned  
through 2018; State of Maine Licensed  
Wastewater Treatment Plant Operator; OSHA  
30-Hour Construction and General Industry  
Cardholder

### EXPERTISE

Demonstrated proficiency with Microsoft  
Office, Microsoft Access, QuickBooks, Quark  
XPress, Corel PaintShop, Adobe Creative Suite,  
and Adobe Acrobat Professional.

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### PROFESSIONAL SUMMARY

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- Administrative professional with over 15 years of experience in all aspects of office management and bookkeeping.
- Published author and weekly columnist of *The Practical Pantry* since 1998.
- Strong municipal and quasi-municipal background with working knowledge of town governments.
- Extensive experience in worker safety in a facilities management environment, including OSHA-required training and workers' compensation management and investigations.
- Experience with the Maine Department of Environmental Protection with water, wastewater, and asbestos abatement.

- Thrive in deadline-driven environments, with experience in daily, weekly, and monthly publications.
- Strong marketing and graphic design background.
- Trained in confined space entry; lock out/tag out; hazard communication/globally harmonized system; asbestos, lead, and silica awareness; hot work/fire watch, Dig Safe, and electrical safety practices.

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## PROFESSIONAL EXPERIENCE

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### BUSINESS MANAGER

*Dirigo Building Science Engineers, LLC, Bangor, Maine*

Current

### HEALTH AND SAFETY SPECIALIST, FACILITIES MANAGEMENT SAFETY AND ENVIRONMENTAL COMPLIANCE

*University of Maine, Orono, Maine*

Current

### TOWN COUNCIL CHAIR

*Town of Veazie, Veazie, Maine*

Current

### OFFICE MANAGER

*Veazie Sewer District, Veazie, Maine*

2003-2011

### FREELANCE WRITER, EDITOR, AND GRAPHIC DESIGNER

*Eric T. Olson Editorial Services, Bruno, Minnesota and Veazie, Maine*

1998-2011

### ASSISTANT EDITOR

*Askov American, Askov, Minnesota*

1997-2002

### TECHNICAL WRITER AND TECHNICAL SUPPORT REPRESENTATIVE

*Mail Order Wizard, Evanston, Illinois*

1994-1997

### ASSISTANT EDITOR

*Walch Education, Portland, Maine*

1992-1994

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## SEMINARS AND CONFERENCES

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- Maine Indoor Air Quality
  - Maine Safety and Health Conference
  - FEMA Incident Command Systems for Executive and Senior Officials
  - Water and Wastewater Infrastructure and the Responsibilities of Local Officials
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## PUBLICATIONS

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- Author, Real-Life Math for Data Analysis
- Author, Real-Life Math for Statistics
- Co-author, Real-Life Math for Probability
- Co-author, Jump Starters for Properties of Matter
- The Practical Pantry Cookbook
- Weekly columnist, The Practical Pantry
- Contributor, *Tastes of New England*
- Contributor, *Business Beat*