

## **KBREC Faculty & Staff Biographical Sketch**

**Name:** Jewel Haskins  
**Job Title:** Office Manager, Research Station



### **Professional**

**Background:** Currently employed by Oregon State University as office manager at the Klamath Basin Research & Extension Center (KBREC). Employed in Klamath Falls by Weyerhaeuser Company and then Collins Products as administrative staff and then as Human Resources specialist. Employed by Utah International in San Francisco as assistant to chief legal counsel.

**Research and/or Educational Expertise:** Experienced in contract administration, purchasing, accounting, payroll, human resources, and all aspects of administrative support. Strong computer and organizational skills.

**Current Program Assignments:** Provides administrative support for the Research Station. Also responsible for State, Federal and County budget monitoring, grants and contracts, account maintenance, accounts payable, accounts receivable, and other fiscal transactions. Enters County and State payroll. Coordinates County and State human resource activities. Maintains State, Federal and County inventories as well as managing County rental units.

**Emerging Areas of Interest:** Keeping up with technological advancements, improving knowledge and expertise relative to my position, and providing the best possible service to my customers who include the community, my supervisors, and co-workers.

### **Professional Principles:**

I believe

- organization is the key to efficiency
- meticulous attention to detail is always worth it
- listening well reaps consistent benefits
- truth, honesty and integrity rule

April 4, 2008