

Lisa Miller
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06/19-current **Department of Administration, Madison, WI**

Executive Staff Assistant at Division of Energy, Housing, and Community Resources

- *Serve as office manager and information center for the division
- *Assist the administrator, management team, and staff with their requests
- *Serve as records and tenant coordinator
- *Process checks for the energy and fiscal teams
- *Onboard new employees
- *Answer two main phone lines and problem solve for callers