



**SUSAN M. GOSS**  
**Assistant Office Manager, Safety Manager**  
**January 2016**



Susan Goss is the Assistant Office Manager and Safety Manager at International Archaeology, LLC (IA) and International Archaeological Research Institute, Inc. (IARII). She has over 30 years of accounting experience. As the Assistant Office Manager, Ms. Goss provides invaluable assistance to the Business Office Manager in financial matters including payroll, accounts payable and receivables, generating financial reports, tax form preparation, rental unit management, record-keeping, and human resources management. Ms. Goss also provides clerical support to the IARII-IA staff. She coordinates staff housing, transportation, and travel arrangements for off-island projects, and is responsible for field supplies procurement. She is also the Safety Manager and ensures that pre-field safety meetings are conducted at the start of each project.

**Education**

Aiea High School, Aiea, HI (including business courses)

**Professional Positions**

Assistant Office Manager and Safety Manager, IA, Honolulu, 2014-present  
Assistant Office Manager and Safety Manager, IARII, Honolulu, 2007-present  
Administrative Assistant, IARII, Honolulu, 2002-2007  
Project Accountant, Hawaiiana Management Company, Honolulu, 1988-1998  
Customer Service/Administrative Assistant, Budget Rent-A-Car, Honolulu, 1983-1988

**Recent Pacific Archaeological Projects**

Field Assistant, Pond Road Screening and Testing, MCBH, O'ahu, 2007  
Field Assistant, MACS II Monitoring and Screening, MCBH, O'ahu, 2006  
Field Assistant, Bellows Air Force Base Sub-surface Testing, O'ahu, 2003  
Field Assistant, Waikane Valley, Reconnaissance Survey, O'ahu, 2003

**Special Skills**

PeachTree Accounting System  
MS Excel and Word  
Avgar, BJ Murray, 10 key by touch  
Types approximately 55 wpm