



**SPECTRUM  
GROUP  
ARCHITECTS**

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S U Z A N N E R . W O L L E N B U R G

FIRM:

**Spectrum Group Architects, P.C.**

PROFESSIONAL  
EXPERIENCE:

Office Manager, Spectrum Group Architects, P.C.  
Billings, MT 2006 to Present

Office Manager, Northern Plains Resource Council  
Billings, MT 1996-2006

Accounts Receivable Manager, Automotive & Industrial Distributors,  
Billings, MT 1989-1996

Office Manager, Valley Dental Laboratories  
Billings, MT 1989-1996

EDUCATION

Billings Senior High School - Graduated 1977  
Billings Vo-Tech Center - 1977

CERTIFICATES:

Designing for Dreamweaver  
Networking  
Troubleshooting Computers  
Microsoft Office  
Business Writing

COMMUNITY:

IAAP International Association of Administrative Professionals  
Rim Rock Chapter (Member)  
Retired Senior Volunteer Program (Former Board Member)  
Hope Lutheran Church - (Treasurer)

PROJECTS:

Frazer Public School - Addition and Remodel, Frazer, MT  
Sidney High School – Music Wing Addition & Remodel, Sidney, MT  
Sidney High School – Track Resurface & Football Field Lighting, Sidney, MT  
Sidney High School – Multipurpose Addition, Sidney, MT  
Sidney High School – Gym Floor Replacement & Bleachers, Sidney, MT  
Sidney Westside Elementary School – Window Replacement, Sidney, MT  
MetraPark Arena – Reroof, Billings, MT  
FW&P – Hell Creek Pole Barn, Modular Foundations & Site Work, Hell Creek, MT  
KBZK TV Studio, Bozeman, MT  
Choteau Public School - Auditorium Fascia Replacement, Choteau, MT  
Bridger Elementary School - Reroof, Bridger, MT  
Fairview School - Toilets/Science Lab Renovation, Fairview, MT