

(NAME)
(ADDRESS)
(PHONE)

Summary Motivated and organized, with attention to detail and strong work ethic. Professional positive attitude and excellent interpersonal, communication, and computer skills.

Work Experience

COMPANY City, State
Administrative Assistant March 2005-September 2005

Answer and screen a high volume of telephone and in-person inquiries from customers
Scheduled appointments and meetings for the General Manager
Filing and typing and ordered office supplies
Obtain credit reports and other finance information

COMPANY City, State
Secretary May 2002-May 2003

Answering phones and screening calls for the managers
Filing and typing
Customer Service

COMPANY City, State
File Clerk Jan. 2002-May 2002

Consolidated property files for warehouse storage
Entering data on spreadsheets for the accounting department

Education - High School, Location
Skills- Word and Excel