

Your Name

OBJECTIVE: ADMINISTRATIVE / CLERICAL SUPPORT POSITION

Seeking a full-time position as Administrative Assistant utilizing a wide range of related experience. Background spans 10+ years experience supporting various customers and managers, and working with Windows based software products, including Microsoft Word and Excel. Work effectively with team members and management to ensure quality, compliance, and timely completion of all tasks.

EMPLOYMENT HISTORY

- **Administrative Assistant** – Tricor America, Inc. - Novato, CA - 5/1999 to 10/2009
- **Sales Associate** – Mervyn's – Terra Linda, CA – 6/1995 to 5/1999

POSITION DETAILS

Administrative Assistant

- Provide support to Sonoma, Marin, Sacramento, and San Francisco stations and managers.
- Project professional company image through in-person and phone interaction.
- Orientate new employees, assist with benefit enrollment, and schedule physical exams.
- Process accident reports, toll violations, and other traffic incidents for couriers.
- Setup accommodations and coordinate company meetings and conferences.
- Open new accounts and process cancellations for West America Bank.
- Prepare invoices and reports for mileage and fuel consumption.
- Stay up to date on all departmental operating procedures.
- Coordinate and maintain records for staff phones, company credit cards and keys.
- Document all calls, problems found, issues remaining, resolutions, and work performed.
- Maintain and distribute weekly delivery and route schedules.
- Order office supplies through Costco and Office Depot.
- Sign for and distribute UPS/Fed Ex/Airborne packages.
- Create and modify documents using Microsoft Word and Excel.

Sales Associate

- Perform both sales and merchandise shelf stocking duties.
- Ensure merchandise floor is orderly and ready for shoppers prior to store opening.
- Assist shoppers with locating merchandise, dressing rooms, and customer service stations.

SKILLS

Windows, Microsoft Office Word, Excel and Powerpoint, and Internet Explorer. Also experienced with a variety of office machines, including phones, copiers, printers, scanners, and fax machines.

EDUCATION

College of Marin, Novato, CA
Certificate of Completion – Business Office Technology