

# IMA KUALIFYED

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Administrative Assistant with 10 years' experience in corporate environment seeks to use recent upgrade of skills as a Marketing Assistant at XYZ Corporation

## EDUCATION:

**Marketing Certificate**, Portland Community College, Portland, OR  
**GPA: 3.8**

June 2017

## OFFICE SKILLS:

Corporate communications - drafting and proofreading documents for final review  
Strong attention to detail and administrative support for three managers  
Proficient in MS Word, Excel, Access, and PowerPoint  
Experienced in Web page design with Dreamweaver software  
Knowledgeable with PageMaker  
Keyboard 65 wpm, 10-key by touch  
Proficient with Internet research and email

## OFFICE EXPERIENCE:

- Provided internal and external customer service for B2B and international clients for fortune 300 firm.
- Designed and created various documents: newsletters, brochures, flyers, announcements, and letters.
- Utilized Excel and PowerPoint to create customized reports and graphs for management.
- Upload and maintain content continuity for web page including tables, forms, frames and graphics.
- Processed orders, entered/retrieved data using multiple databases, meeting performance expectations.
- Prepared packets of teaching materials for instructors in higher education, using MS Word.
- Maintained and updated departmental documents for 15 faculty.
- Calculated 20+ employee's sick days, benefits, and wages for differing pay periods; tracked invoices/checks using Excel reducing overpayments for the accounting department.
- Processed freight and utility bills for clients by entering data using company's proprietary software.
- Processed cancellation / reminder letters to customers using mail merge tool in MS Word.
- Executed various data entry tasks in FedEx Powership and UPS systems for mail labels generation, package/tracking verification, and cost/profit assessment.
- Processed final title insurance policies for mortgage companies and customers. Collaborated with Recording Department in retrieving the mortgage titles and related documents from county records.

## RELATED EMPLOYMENT:

<b>Office Assistant</b>	Portland Community College, Portland, OR	6/2012 – present
<b>Office Clerk</b>	Shoe One, Portland, OR	3/06 – 5/09
<b>Data Entry Operator</b>	Ladesk Information Systems, Salinder, CA	5/05 – 2/06
<b>Word Processor</b>	Best Ride Insurance Co., Eyeries, CA	9/04 – 3/05
<b>Data Entry Clerk</b>	Business Marketing Services, Bantry, NC	1/02 – 4/04