

SHEESA ORGANIZED

13394 N.E. 23rd Ave.
Portland, Oregon 97000

503-123-4567
shesorg@workshard.com

OBJECTIVE:

To work for a progressive company in an entry level office administration position utilizing my recent upgrade of skills and familiarity with the manufacturing industry.

EDUCATION:

Portland Community College, Portland Oregon
A.A.S. Computer Applications and Office Systems, awarded March 2015
Office Systems Certificate, awarded June 2012

SKILLS:

Keyboarding (55 WPM)	MS Word	Records Management
10-key (120 SPM)	Microsoft Outlook	Sort & file mail
Multi-line phone system	Excel	Windows 10
HTML for Web Pages	PowerPoint	Technical Writing
Adobe	Publisher	Google Suite

OFFICE EXPERIENCE:

- Efficiently answered calls on a multi-line phone and directed calls to appropriate individuals.
- Accurately created professional documents and reports in a timely manner.
- Prepared and filed confidential records.
- Provided excellent customer service to external and internal clients.
- Distributed outgoing and incoming mail and parcels.
- Maintained schedule log for conference rooms.
- Scheduled appointments between client's and staff.
- Managed departmental Inventory List for monthly office supplies.
- Corrected and modified special events mailing lists for marketing campaigns.
- Supported staff by copying and collaborating project documents.

EMPLOYMENT:

Administrative Assistant Intern	City of Hillville, Hillville, OR	2014-2015
Receptionist - Finance Dept.	Ambalt Corporation, Portland, OR	2012-2014
Assembler	ABC Kori Inc., Portland, OR	2010-2012
Assembler	ABC Kori Inc., through VDI Co., Beaverton, OR	2008-2009