

SECRETARY - FINANCE DIVISION

Summary

An energetic, skillful and dedicated Administrative Assistant offering versatile office management, planning and detailed skills. Able to provide extensive experience of administrative support, organization, time management and confidentiality for executive-level staff of daily operations and functions. Ambitious and goal-oriented individual looking to obtain a position at a successful company which offers opportunities for professional growth.

Highlights

- Customer service oriented
- Microsoft Office proficient
- Detail-oriented
- Professional phone etiquette
- Social media knowledge
- Flexible and team player
- Type 80 wpm
- Time management
- Appointment and meeting planning
- Works well under pressure
- Manage work flow of an office
- Professional, self-starter
- Articulate
- Excellent interpersonal skills
- Creative
- Strong communicator
- Accounting, invoice processing experience
- Payroll
- Knowledge of proper grammar

Accomplishments

- Additional training and seminars to increase knowledge
- CERT trained and certified
- EOC backup for public information office
- Disaster Preparedness Academy attendee
- Creation of various tools to increase effective communication and efficiency (a couple versions of desk diaries, emergency go kits, marketing weekly)

Experience

08/2014 - Current

Company Name 1/4 City , State Secretary - Finance Division

Began job-sharing between the Finance and Communications & Marketing divisions in August of 2014. Duties within the Finance division include, but are not limited to:

- manage records retention for department
- professionally respond to daily phone calls
- filing, organizing
- edit and proofread documents and marketing collateral
- creating various types of documents such as letters, memorandums, invoices, vouchers, etc
- create and manage committee meeting agendas (Finance and Investment Advisory Committees) using AgendaQuick
- handle and manage all Massage Establishment permits in Brea.
- create Desk Diary and Influential Communicator's list
- assist Finance Manager with Lease Revenue and Water Bonds, Recognized Obligation Payments Schedule (ROPS), and other deadline oriented projects
- provide support to other divisions such as Purchasing, Information Technology and Human Resources while maintaining privacy
- supervise Volunteer annually

08/2014 - Current

Company Name 1/4 City , State Secretary - Communications & Marketing Division

Maintain same job duties as the beginning of my career with the Communications and Marketing division, but in the half amount of time which include, but not limited to:

- tracking all jobs through department
- filing, organizing
- editing and proofing of documents and marketing collateral
- open, read, and write answers to routine letters
- prepare and distribute payroll for staff
- oversee inventory and office supply purchases
- manage supervisor's calendar and coordinate team meetings.
- create and design PowerPoint presentations for special meetings with and for top-level executives.

- provide various reports on request regularly and correspond with clients as well as co-workers
- community outreach. Gathered and analyzed data on community needs and interests.
- coordinate employee luncheons, celebrations and special annual events
- maintained up-to-date and accurate program files and records.
- develop and send out 'Marketing Weekly' via email in an effort to keep division informed on comings and goings
- press releases
- social media

02/2007 - 08/2014

Company Name i¼ City , State Secretary - Communications & Marketing Division

- manage work flow of office
- work with city council and executives on various events including city council meetings
- professionally respond to multiple daily phone calls regarding a wide range of subjects
- revised Desk Diary
- press releases, flyers, etc
- social media
- create presentations for meetings
- City Plaque Inventory
- created C&M Weekly concept for efficiency
- maintain Influential Communicator's list
- company credit cards
- create Emergency go kits
- community outreach
- maintain equipment inventory
- Department Coordinator, Weight Room Rehabilitation, Employee ACCOMPLISHMENTS Formally recognized by the Brea City Mayor for playing an instrumental role in the succession of his term.
- Asked to serve on the City of Brea's Safety Committee to work together on providing a safe work environment for employees.

Education

2017

Grand Canyon University i¼ City , State , USA Master of Science : Psychology

Mental Health and Well Being

2016

Grand Canyon University i¼ City , State , US Bachelor of Science : Education

Educational Studies

1992

Cypress Community College i¼ City , State , 90630 Associate of Science : General Education

GED

Skills

- Extensive customer service
- Ability to manage work flow of office
- Microsoft Office proficient
- Edit and proofread department documents and marketing collateral
- Works well independently
- Filing, organizing
- Letters, documents, invoices, press releases, spreadsheets
- Meeting planning
- Create power point presentations for executives
- Effective communicator, self-starter
- Purchasing
- Team player
- Time management