

ADMINISTRATIVE ASSISTANT/SITE CLERK

Career Overview

Committed and motivated Administrative Assistant with exceptional customer service and decision making skills. Strong work ethic, professional demeanor and great initiative. But most important, to show that I am capable and open for changes

Skill Highlights

- Microsoft Office proficiency
- Excel spreadsheets
- Time management
- Dedicated team player
- Self-directed
- Spreadsheet development
- Self-directed
- Professional and mature
- Mail management
- Resourceful
- Strong interpersonal skills

Core Accomplishments

Multitasking Â

- Demonstrated proficiencies in telephone, e-mail, fax and front-desk reception within high-volume environment.

Customer Service Â

- Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.

Administration Â

- Performed administration tasks such as filing, developing spreadsheets, faxing reports, photocopying collateral and scanning documents for inter-departmental use.
- Increased office organization by developing more efficient filing system and customer database protocols.
- *Administration*
- Answered multiple phone lines, transferred calls to corresponding employees.

Customer Interface Â

- Greeted customers upon entrance and handled all cash and credit transactions.
- Assisted customers over the phone regarding store operations, product, promotions and orders.

Professional Experience

Administrative Assistant/Site Clerk Mar 2007 to Current

Company Name 1/4 City, State

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- I have entered work order request to Building Services for maintenance and repairs also have followed up with the department to make sure that these repairs have been fixed.
- Maintained the front desk and reception area in a neat and organized fashion.
- Answering phones, helping parents with any concerns, Microsoft Word, Excel, Power point, Outlook, Internet Explorer, general office duties, working on spreadsheets for assistant principal.
- Also covering other positions such as attendance technician and assisting the nurse's office.
- One of my job duties is ordering employee uniforms from Aramark.
- I am in charge of filing supply order for school cafeterias.
- Keeping track of our supply inventory in the storage room.
- Staying up to date with the school cafeteria Health Inspection Reports.
- Updating the CACFP and SNP Site Monitoring Reviews.
- Making employee packets for new hired employees.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Dispersed incoming mail to correct recipients throughout the office.
- Maintained the front desk and reception area in a neat and organized fashion.

- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Standardized department filing system to increase efficiency.
- Developed more efficient filing systems and customer database protocols.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Received and distributed faxes and mail in a timely manner.

Receptionist/Telephone Operator Aug 2008 to Jun 2010

Company Name 1/4 City , State

- Answering phones, helping parents with any concerns, Microsoft Word, Excel, Power point, Outlook, Internet Explorer, general office duties, working on spreadsheets for assistant principal.
- Also covering other positions such as attendance technician and assisting the nurses office.
- Enter emergency information into database Powerschool.
- Updating the ical with dates, events, ect.
- Working on the weekly bulletin that is located on Powerschool.
- Received and distributed faxes and mail in a timely manner.
- Managed daily office operations and maintenance of equipment.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Dispersed incoming mail to correct recipients throughout the office.
- Maintained the front desk and reception area in a neat and organized fashion.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Received and distributed faxes and mail in a timely manner.

Receptionist/Administrative Assistant Apr 2006 to Nov 2006

Company Name 1/4 City , State

- Answering phones, paging, Faxing, Filing invoices, Distributing mail, stamping mail, Fed-ex, greeting vendors & applicants, filing out application, Microsoft word, Excel, keeping track of company directory.
- Dispersed incoming mail to correct recipients throughout the office.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Received and distributed faxes and mail in a timely manner.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Received and distributed faxes and mail in a timely manner.
- Received and screened a high volume of internal and external communications, including email and mail.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.

Education

High School Diploma , General Education 2000 Valley High School 1/4 City , State

Select One , General Education Orange Coast College 1/4 City , State

Associate of Arts , General Education Santa Ana College 1/4 City , State

I am currently attending

Skills

Database, Faxing, Filing, general office duties, Internet Explorer, Excel, mail, office, Outlook, Power point, Microsoft Word, repairs, spreadsheets, supply inventory, technician, Answering phones, Good Customer Service, Multi-Task Management, Spreadsheets, 10-key, Data entry, Translator