

RECRUITER

Career Overview

Mature and professional administrative assistant with over 8 years of experience seeking an employment opportunity where my skills and versatility

Core Strengths

- Microsoft Office proficiency
- Telecommunication skills
- Telephone inquiries specialist
- Customer service expert
- Strong work ethic
- Good written communication
- Self-directed
- Excellent communication skills
- Persuasive communication expertise
- Goal-oriented
- Professional and mature
- Meticulous attention to detail

Accomplishments

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.

Market Research Â

- Interviewed clients via market research surveys to identify product issues and customer needs.

Product Sales Â

- Cross-sold services at a rate of 30%, upgrading customers to different plans and product packages.

Multi-tasking Â

- Cashiered with two cash registers at once in tandem to maximize customer flow.

Work Experience

Company Name City , State Recruiter 02/2012

- Communicated the duties, compensation, benefits and working conditions to all potential candidates
- Employed multiple feedback mechanisms and analysis to continuously improve the recruiting process.
- Maintained an accurate candidate tracking system
- .Contacted all job applicants to inform them of their application status.

Company Name City , State pastry decorator 10/2014 to 02/2015

- Diligently completed all assigned tasks, working overtime as needed.
- Documentation Ensured charting accuracy through precise documentation.
- Customer Service Researched, calmed and rapidly resolved client conflicts to prevent loss of key accounts.
- Prepared ingredients to make different icing.
- Maintained a steady, quick pace to beautifully decorate thousands of pastries a week.
- Requires organizational skills, time management and attention to details.

Company Name City , State Catering associate and specialty chef 10/2012 to 04/2013

- I assisted customers, mainly large businesses, in the planning of the menu of the event.
- Required excellent communication skills, sales and superb customer service.
- I prepared all the desserts for the restaurant every morning as well as all the different party platters for the appropriate number of guests at the event
- Cleaned and prepared various foods for cooking or serving
- Managed preparation and presentation of the desserts for all catered events.
- .Checked the quantity and quality of received products

Company Name City , State Automobile Salesperson 01/2008 to 01/2009

- Participated in various incentive programs and contests designed to support achievement of production goals.

- Developed tool to track and monitor personal sales opportunities, deals in progress and finished contracts.

Company Name City , State Personal Banker 04/2006 to 12/2006

- Developed highly empathetic client relationships and earned reputation for exceeding sales goals.
- Cross-trained and provided back-up for other customer service representatives when needed.Maintained up-to-date knowledge of bank products and services.
- Identified prospective customers using lead generating methods and performing an average of 60 cold calls per day
- .Participated in various incentive programs and contests designed to support achievement of production goals.
- Developed tool to track and monitor personal sales opportunities, deals in progress and finished contracts.

Company Name City , State Administrative Assistant and Medical Transcriptionist 08/1998 to 06/2002

- Wrote reports and correspondence from dictation and handwritten notes.Made copies, sent faxes and handled all incoming and outgoing correspondence
- .Dispersed incoming mail to correct recipients throughout the office.Maintained the front desk and reception area in a neat and organized fashion.Designed electronic file systems and maintained electronic and paper files

.Recorded and filed patient data and medical records

.Strictly followed all federal and state guidelines for release of information

- .Wrote clear and detailed clinical phone messages for physicians

Retrieved physician correspondence from dictation service and made edits when necessary.

Educational Background

High School Diploma : English 1987 Pilgrim High School , City , State , USA English

General Studies University of RI , City , State , USA

General Studies

Mathematics and English Literature Collin County Community College , City , State , USA

Mathematics and English Literature

Skills

Professional and friendly.Careful and active listener, with strong interpersonal skills and excellent communication. Multi-tasking, neat, organizational skills, problem solver, quick, reception, sales, Self-starter, tandem, Telecommunication, phone, time management.

More than proficient with all Microsoft programs.