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## RESUME

Objective: To find a position where I can use my Administrative Assistant, Receptionist, Finance and Customer Service skills to assist a professional or team with their responsibilities.

### Employment History

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| 2015-2017 | <b>Green Lane Preschool –Office Assistant/Tuition Representative</b> <ul style="list-style-type: none"><li>● Registered children for preschool and gave tours of school to parents</li><li>● Answered phones, typed letters, memos, faxed documents, created / printed reports, filed paperwork, greeted visitors, and gave school tours</li><li>● Collected and posted monthly school tuition payments and made bank deposits</li><li>● Called in payroll, distributed checks</li><li>● Ordered supplies and equipment</li><li>● Gave tours, answered phones and sent out tuition summary upon request</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2013-2014 | <b>Educating Communities for Parenting – Admin. Assistant</b> <ul style="list-style-type: none"><li>● Accounts payable, billed City of Philadelphia for parenting classes</li><li>● Greeted visitors, ordered supplies and equipment</li><li>● Handled maintenance requests</li><li>● Did mass mailings for fund raising</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2010-2011 | <b>Episcopal Community Services, Administrative Assistant</b> <ul style="list-style-type: none"><li>● Did reference checks, FBI and child abuse clearances for new hires</li><li>● Mailed letters, and filed them</li><li>● Answered multi line phones and greeted visitors</li><li>● Sent and received faxes and emails</li><li>● Answered a multi-line telephone system</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2000-2009 | <b>Center Literacy - Executive Assistant; Asst. Secretary to the Board of Trustees and Coordinator for the Alumni Association</b> <ul style="list-style-type: none"><li>● Composed and typed letters, memos and reports / Scheduled meetings</li><li>● Conducted annual College / Job Fair and Interview workshop</li><li>● Made graduation arrangements for students</li><li>● Generated transcripts and sent them to colleges/universities</li><li>● Enrolled students for classes</li><li>● Supervised and trained clients from The EARN (Welfare to Work Program)</li><li>● Answered multi-line phone system, greeted and assisted visitors</li><li>● Updated and maintained supervisor's calendar</li><li>● Created and maintained files both electric and paper</li><li>● Sent and received emails and faxes</li><li>● Sorted, distributed and reviewed incoming and outgoing mail</li><li>● Ordered supplies and equipment</li><li>● Complied and distributed monthly Board of Trustees packets to Teams</li><li>● Signed and sealed official documentation from president's/executive office</li><li>● Updated Board of Trustee information on organization's website</li><li>● Created and sent out expense reports and followed through to make sure they were paid</li><li>● Created the monthly newsletter for staff meetings</li></ul> |

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- Helped in Human Resources Department by putting together employee handbooks, and filed confidential info.
  - Processed timesheets to payroll for processing / data entry
  - Collected information and prepared and distributed meeting agenda
  - Assisted various departments needed. Worked closely with the Director of Finance to gather information for the financial report for Trustee meetings
  - Recorded and typed meeting minutes

**SKILLS** MS Office Suite Including; **Word, Access, Excel, PowerPoint, Outlook and Publisher** software. Data base software; Raiser's Edge, PeopleSoft, Pelican, and e-grants software. Used the Internet for searches and research.

**EDUCATION** Berean Institute - 2 years, majors; Accounting and Data Entry  
Palmer Business School - 1 year, major - Secretarial Science

References available upon request