

Tracey Martin
194 Ridge Pike
Lafayette Hill, PA 19444
267-939-8288

Career Overview

Committed and motivated administrative assistant with exceptional customer relation and decision making skills. Strong work ethic, professional demeanor and great initiative. Hard working, multi-tasking assistant with outstanding telephone, and communication skills.

Skill Highlights

- 12 + years of experience providing administrative support.
- Strong analytical and organizational skills.
- Excellent interpersonal skills, phone manner, and office etiquette
- Software: All Windows operating systems, Microsoft Word, Excel, and Quick Books
- Self starter with excellent communication skills.
- Highly organized with superior attention to detail.
- Comprehensive knowledge of accounting.
- Efficiently handle A/P, A/R, invoicing, scanning, general ledger postings, overall accounting activities, filing, and data entry.

Accomplishments

Administrative Duties:

- Handled all official company correspondence
- Upgraded office filing system
- Responsible for filing company documents and invoices
- Maintained computerized customer database
- Answered multiple phone lines, transferred calls to corresponding departments.
- Demonstrated proficiencies in front desk reception within high volume environment.
- Performed administrative tasks such as spreadsheets, faxing reports, and scanning documents.
- Handled customer effectively by identifying needs, approaching complex situations and resolving problems.

Professional Experience

Precision Time Systems
Administrative Assistant

January 2004 to Current
Ambler, PA

- Developed new customer relations through telephone contact and activity.

- Increased customer loyalty with personable and professional verbal communication.
- Processed accounts receivable and accounts payable
- Communicated and shipped domestic and overseas B2B shipments.

Education

1994

Wissahickon High School- Diploma

Ambler, PA

2002

Assets Montco- Business Certification

Norristown, PA