

Janet L. Jones

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Anywhere, OR 97555
(503) 123-4567
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Objective

Office Assistant

Experience

Office Assistant

Portland Community College, Portland, Oregon 201X – 201X

- ❖ Provided departmental support to five academic programs
- ❖ Processed and tracked payroll data for staff and faculty
- ❖ Scheduled meetings, prepared agendas, took and transcribed minutes
- ❖ Provided technical information and guidance to students and the public over the phone and in person
- ❖ Collected and processed paperwork associated with program coursework, including syllabi, class schedules, grade rosters
- ❖ Input and retrieved information from mainframe and microcomputer; created and maintained databases
- ❖ Designed and produced brochures, flyers, spreadsheets, reports, letters and memos

Receptionist/Clerk

Brown Company, Portland, Oregon 201X – 201X

- ❖ Answered 8-line phone system, directed and routed calls to appropriate department
- ❖ Processed orders, entered and retrieved data using a PC
- ❖ Opened and distributed mail for 7 departments
- ❖ Organized and processed bulk mailings to 2,000 customers
- ❖ Ordered and inventoried office supplies

Office Assistant

Painfree Chiropractic Care, Portland, Oregon 201X

- ❖ Created/pulled patient charts; checked insurance eligibility
- ❖ Scheduled, recorded, and tracked appointments; followed-up on no-show appointments
- ❖ Answered phone, maintained files

Skills

Computer: Word, Excel, Access, PowerPoint, Pagemaker,
Internet, E-mail

Clerical: Typing 50 wpm, 10-key by touch, printer, fax, scanner

Education

Associate of Applied Science, Administrative Assistant

Portland Community College Expected graduation 201X