

Anne Bailey

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Objective: To secure a position providing professional service as an Office Assistant.

Business Office Skills

Microsoft Office 2000/XP
Microsoft Publisher and Flash
Excellent grammar & verbal communication

Proficient with Internet research and email
Multi-line phones and business machines
Keyboard 55 wpm, 10-key by touch

Office Support Experience

- Prepared and proofread documents such as letters, forms, and reports using Word and Excel. Composed news releases, emails, forms, correspondence and journal entries.
- Arranged meetings, created agendas, recorded minutes, processed mail, filed, and greeted public by phone and in person. Addressed questions and/or directed to appropriate persons.
- Gathered information for correspondence and special projects. Communicated with staff to obtain or relay information for company documentation, project investigations, reports.
- Operated computer to enter, update, revise and retrieve data. Assisted staff in creating, sending or receiving emails. Updated website
- Maintained office supplies and processed purchase orders as needed
- Worked effectively in a team environment; participated in decision making; and maintained cooperative interactions with staff and internal/external customers
- Exercised independent judgment in managing and coordinating the workflow of the office; assisted in maintaining a safe, neat, and well-organized work area.
- Set priorities and established goals and objectives to ensure all work was completed accurately and on time.

Employment

Walsh Business Systems Inc.	<i>Office Assistant</i>	Portland, Oregon	1999-2002
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Education and Professional Certifications

Portland Community College, Portland, Oregon	
AAS Computer Application Systems/Office Systems	Current
Office Systems Certificate Program	1999

References available upon request