

Sandy Barsee

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2326 NE 23rd Avenue, Portland, OR 97217

503-255-2222

Objective: A position as an Administrative Assistant

Highlights of Qualifications

- Microsoft Office 2000, Excel, Word, PowerPoint, Access, Outlook and WordPerfect
- Web page creation using Flash
- Multi-phone systems, keyboard 50pm, filing, data entry
- Chairperson for Safety Committee, YMCA Youth Programs board member
- Evening/Weekend Coordinator of Associated Students at Portland Community College

Experience

Perform a wide range of administrative assistant functions. Schedule presentations and meetings. Organize material for medical conference and meetings. Assist in staff development classes.

Assist in preparing Portland Community College student government office with state and federal grant reports.

Responsible for planning, implementing and promoting activities for evening/weekend students, to include: Student Book Sale, Welcome Back Week, Student Outreach, Holiday Events.

Greet customers and review of services and products for Home Finance Company.

Employers

Legacy Emanuel <i>Administrative/Office Assistant</i>	Portland, OR	1998-current
Portland Community College <i>Evening Coordinator ASPCC</i>	Portland, OR	2002-2003
House Finance Company <i>Customer Services Representative</i>	Portland, OR	1996-1999
Care Ambulance Company <i>Billing Collector</i>	Portland, OR	1993-1996

Education

Portland Community College	A.A.S. Administrative Assistant	June 2003
Business Computer Training Institute		June 1998
Seminars/Conferences		
<i>Multicultural, Leadership, Time Management</i>		