

Janet L. Jones

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Objective **Office Assistant**

Experience **Office Assistant**
Portland Community College, Portland, Oregon **2000 - 2001**

- ✓ 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 **1997 - 2000**

- ✓ 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 **1996**

- ✓ 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 **graduating 2002**

GJB