

1500 S.W. Capital Lane
Tualatin OR, 90111

Bradley Linh

503.277.4927
linh@home.net

PROFESSIONAL OBJECTIVE

To contribute my skills and experience as an Administrative Assistant in a challenging position at Intel.

QUALIFICATIONS

Organized, detail-oriented, and highly motivated individual offering the skills and experience necessary to perform secretarial duties efficiently. Strengths include:

- Microsoft Office, PageMaker
- excellent grammar & communication
- multicultural interaction
- keyboard 55 wpm
- computer & hardcopy records maintenance
- office machines

EXPERIENCE

Office Assistant – Benson High School, Portland School District

2003

Filed transcripts, mounted SAT scores, sent mail by district courier, revised student lists, created forms, performed data entry using ESD. Assisted with the job duties of the secretary to the principal, counseling and attendance secretaries, and the data entry/registrar clerk.

Receptionist – Technical Resources

2002 – 2003

Managed a multi-line phone system. With the aid of MS Word and Excel, inventoried and ordered office supplies on-line, typed and proofread minutes, sent and received email, assisted with the billing process, reconciliation of statements, invoices and purchase orders. Maintained an alphabetical and chronological filing system. Responsible for all incoming and outgoing mail: domestic and courier.

Office Assistant – Cooperative Education and Student Employment Services Administrative Assistant – Business Dept. Chair, Portland Community College

2001 - 2002

Assisted a diverse population of students and the public by providing information about the office policies and services. Assisted in the maintenance of an Access database and job board. Used MS Word and Excel software to type letters and papers for use as student models. Designed and printed posters for school activities. Noted changes to the 2003 Microsoft Word textbook, ultimately updating the curriculum for the 2002-2003 school year.

ADDITIONAL WORK EXPERIENCE

Investment and General Contracting – Self Employed

1989 - 1999

Investment and renovation of residential properties. Used strong organizational skills and attention to details to research and assess property values, estimate costs, purchase materials, hire labor and track projects to completion.

EDUCATION

Associate of Applied Science Degree Administrative Assistant
Portland Community College, Portland, OR G.P.A.: 3.7

2002

Certificate in Bookkeeping
Elliott Bookkeeping School, Beaverton, OR

1997

Excellent references available