



Cheryl Thomas

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OBJECTIVE Position as Receptionist for Technical Resources.

QUALIFICATIONS

- Experience in PC/Mac platforms including MS Word, Excel, Access and PageMaker software.
- Keyboard 55 wpm with accuracy. Competent in producing mailable copy from rough draft or machine transcription.
- Excellent written and oral communication skills. Experience with multicultural interaction.
- Multiple office skills including telephone, fax, email, internet and copy machine.
- Strong organizational and problem solving skills.
- Experience in the functions and maintenance of a computer database as well as hardcopy records management.
- Ability to work effectively individually or within a team environment.

EXPERIENCE

Office Assistant — Cooperative Education and Student Employment Services, Portland Community College 2001-2002.

Assisted a diverse population of students by providing information about the office policies and services. Maintained an Access database and job board. Responsible for completing assignments from four staff members.

Administrative Assistant — Business Dept. Chair, Portland Community College 2001-2002. Researched and compiled information for decision making in areas of curriculum and budget. Typed letters and papers for use as student models. Designed and printed posters for school activities. Inventoried office machinery. 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.

Assessed residential property values and negotiated business transactions. Estimated costs and worked within a budget to purchase materials, hire labor, and complete large renovation projects in accordance with an established timetable.

EDUCATION

Associate of Applied Science Degree Administrative Assistant, 2002, Portland Community College, Portland, OR. G.P.A.: 3.7.

Certificate in Bookkeeping, Elliott Bookkeeping School, Beaverton, OR. 1997.

Excellent references available