

RESUME OF JOANNA RUCKER

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CORE STRENGTHS

- Dependable and Dedicated
- Organized and Proactive
- Great Customer Service Skills
- Work Well Alone and Team Setting
- Outstanding Communication Skills
- Proficient in Word, Excel and Outlook

PROFESSIONAL EXPERIENCE

Elite Marketing Group, Atlanta, GA
April 2016 – Current

RECRUITER/OFFICE MANAGER

- Handle Resumes for GA, MI and NY
- Schedule Interviews for GA, MI and NY
- Perform Interviews for GA
- Maintain Office Inventory
- Process Incoming Mail
- Greet Couriers and Guests

Perfect Search and Ultimate Staffing, Marietta, GA
February 2014 – April 2016 (Contractor)

FRONT DESK/SWITCHBOARD OPERATOR

- Operated PBX switchboard
- Greeted couriers and guests
- Maintained organization of office
- Scheduled appointments
- Processed and picked up mail
- Assisted staff with office procedures
- Handled outgoing and incoming faxes
- Maintained office inventory

CAS Americas / Accenture, Atlanta, GA
April 2008 – February 2014 (Closed Location)

OFFICE MANAGER/HR COORDINATOR

- Liaison to local and non-local staff
- Coordinated banquets/ lunch functions
- Made hotel, flight and car reservations
- Performed hire and termination process
- Invoiced payment and office forms
- Designated office and parking access
- Greeted and assisted visitors/customers
- Operated wireless network system
- Operated cisco unified system/phones
- Operated security system/doors
- Operated copier registration system
- Handled office contracts and leases
- Maintained log of office equipment
- Ensured maintenance of equipment
- Operated wireless network system

Ralph McBride Legal Firm, Marietta, GA November 2007 – April 2008 (Part-Time)**LEGAL ASSISTANT/RECEPTIONIST**

- Drafted complaints, agreements, etc.
- Assisted with preparation of tax forms
- Printed regular and payroll checks
- Entered and updated payroll information
- Performed bank reconciliation
- Created mail merge/maintained office
- Answered phone and greeted clients
- Replenish office supplies

**Staffing Solutions/Prologistix Services, Atlanta, GA
September 2005 – October 2007 (Long-Term Contractor)****EXECUTIVE ADMINISTRATIVE ASSISTANT**

- Confirmed Invoices in the SAP system
- Processed employee photo badges
- Composed correspondence and memos
- Notarized documents and coded time
- Implemented a better filing system
- Made travel arrangements
- Prepared overnight packages
- Arranged and organized office lunch

**Deming, Parker, Hoffman, Greene, PC, Marietta, GA
January 2003 – August 2005****LEGAL ASSISTANT/OFFICE COORDINATOR**

- Assisted prepaid attorneys
- Created and composed correspondence
- Transcribed depositions and briefs
- Conducted initial client interviews
- Reviewed contracts and PI forms
- Consulted with physicians & adjusters
- Requested medical records
- Notarized documents

**Volt Temporary Services, Smyrna, GA
May 2002 – January 2003 (Long-Term Contractor)****HUMAN RESOURCES ASSISTANT**

- Reviewed applicant credentials
- Composed and transcribed letters
- Created new hire position numbers
- Performed criminal background checks
- Scheduled interviews
- Employment verification

**Cook & Pugh, PC, Marietta, GA
December 2001 – April 2002****LEGAL ASSISTANT/FRONT DESK**

- Scheduled appointments
- Greeted and assisted clients
- Notarized documents
- Transcription of pleadings/depositions
- Drafted letters and legal documents
- Updated the legal publications

EDUCATION

- Penn Foster, Scranton, PA (2006/1 Year) Medical Assistant
- Prof. Career Develop. Institute, Norcross, GA (2005/2 Years) Civil Litigation Paralegal
- Massey Business College, Atlanta, GA (1985/2 Years) Secretarial & Computer Science