

AC

Anthony Cotton

Professional Summary

Proficient in MS Office; Internet proficient; Dedicated to ensuring a high level of customer service at all times; Exceptional interpersonal skills with an aptitude for building rapport with a diverse range of people; Able to multi-task while remaining professional and courteous in fast-paced dynamic environments; Advanced administrative skills; 72 wpm typing, multi-line phone management , planning, organizing and scheduling skills

Work History

Law Firm For Non-Profit - Office Assistant

Los Angeles, CA

08/2021 - Current

- Completed clerical tasks such as filing, copying and distributing mail.
- Oversaw automated tracking and documentation of data, client correspondence and office operations.
- Developed correspondence letters, memos and emails.

THA Security - Security Analyst Intern

Los Angeles, CA

06/2021 - 09/2021

- Established company-wide security best practices and protocols to mitigate risk of data breach.
- Provided safety reports and data analysis to building managers to inform security processes.
- Completed vulnerability scans to identify at-risk systems and remediate issues.

Alcott Center - Office Clerk

Los Angeles, CA

02/2021 - 08/2021

- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
- Kept reception area clean and neat to give visitors positive first impression.
- Handled all incoming business and client requests for information.
- Executed record filing system to improve document organization and

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Skills

- Administrative support
- Decision making
- Delivery
- General office duties
- Instruction
- Inventory
- Team-lead
- MS Office
- Office machines
- Packaging
- Research
- Sales
- Typing
- Written

Education

NPower

San Jose

NPower Tech Fundamentals Trainee

NPower

Los Angeles

Cybersecurity

Certifications

- CompTia IT Fundamentals+

management.

- Carried out administrative tasks by communicating with clients, distributing mail and scanning documents.

Total Wine & More - Team Member

Atlanta, GA

09/2017 - 03/2018

- Worked hard to learn all required tasks quickly and maximize performance.
- Upheld high standards of productivity and quality in all areas of operations.
- Contributed to team safety and productivity by removing safety hazards and keeping areas neat and well-stocked.
- Picked up and moved boxes weighing 50+ pounds.

Working Families Party - Field Manager

New York, NY

08/2016 - 01/2017

- Assigned crew members to specific job assignments, carefully matched job complexity with member's ability and experience and followed up to verify right fit.
- Prepared assignments and schedules for field team, equipped team with materials and tools required.
- Oversaw more than 25 personnel and delivered mentorship and training to promote increased productivity.

MarketScout - Underwriting Assistant

Fort Lauderdale, FL

02/2015 - 08/2016

- Photocopied, documented and scanned received documentation and filed it for use.
- Performed data entry functions to track information such as payments, account updates and customer interactions.
- Responded to requests for immediate office support, such as data searches, office memo drafts or reference retrievals.
- Coordinated project materials by managing physical and digital files, monitoring spreadsheets and updating reports.

United States Coast Guard - Seaman Apprentice

Miami Beach, FL

03/2013 - 12/2013

- Maintained government-issued certifications, as required;.
- Kept records of materials filed and removed, using logbooks and computers;.
- Added new material to file records and create new records as necessary;.
- General office duties: typing, operation office machines and sorting mail;.
- Tracked materials removed from files, ensuring borrowed files' return;.

- Security+

- Sorted and classified information according to guidelines;.
- Stood “gangway watch” to prevent unauthorized boarding.

Defense Commissary Agency - Bagger

Ft. Belvoir, VA

08/2011 - 03/2013

- Loaded materials and products into package processing equipment;.
- Recorded product, packaging, and order-info on specified forms/records;.
- Examined and inspected containers, materials, and products to ensure that packing specifications were met;.
- Assembled, lined and padded cartons, crates and containers, using a variety of hand-tools.

United Parcel Service - Support Staff

Alexandria, VA

09/2010 - 01/2011

- Drove trucks to deliver food, medical supplies, and newspapers;.
- Resolved customers' complaints regarding products/services;.
- Arranged merchandise for sales promotions;.
- Maintained trucks and food-dispensing equipment;.
- Moved freight, stock, and other materials to and from storage and production areas, loading-docks, delivery vehicles, ships, and containers;.
- Read work-orders and received oral instruction for work assignments;.
- Maintained equipment storage areas to ensure that inventory is protected.

Army and Air Force Exchange Service - Laborer

Fort Meade, MD

08/2009 - 12/2009

- Met company and OSHA safety guidelines for work site operations to minimize worker risk.
- Loaded and unloaded daily keeping products organized and secure to prevent damage and optimize handling.
- Used organizational skills to meet productivity requirements.