
JUDE MORINE

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SUMMARY

Administrative Assistant with experience in juggling the schedule and travel plans of multiple executives. Adept in handling the busy schedules and travel plans of 3 corporate executives, while juggling other general office administration duties. Can execute appointment management, writing corporate emails, and bookkeeping while meeting deadlines

SKILLS

- Strong problem solver
- Tracking documents
- Database organization
- Excel spreadsheets
- Organization and efficiency
- Event coordination
- Mail management
- Phone call answering

EXPERIENCE

01/2015 to 03/2016

Administrative Assistant

DQMTND - Missoula, MT

- Provided support for multiple Executives both local and at a distance.
- Implemented multiple systems to improve the overall efficiency of the company.
- Organized 20+ years of paperwork and logged it digitally.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Maintained all office files, both electronic and hard copies.

04/2016 to 08/2016

Sales Development Representative

Pushpay - Redmond, WA

- Submitted customer leads to connections department for follow-up.
 - Developed promotional programs to optimize revenue levels.
 - Responsible for implementing all business-building and relationship-building expectations with uniquely assigned accounts and customers.
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