

Contact

gfrancine.gw@gmail.com

www.linkedin.com/in/
georgiawalker25 (LinkedIn)

Top Skills

Customer Service

Leadership

Legal Assistance

Languages

English (Native or Bilingual)

Certifications

Teaching English as a Foreign
Language (TEFL)

GEORGIA WALKER

Administrative Assistant at Arbor Magic Tree Service
Greater Seattle Area

Summary

Currently searching for a position to re-enter the workforce.

Experience

Arbor Magic Tree Service

Administrative Assistant

January 2021 - Present (9 months)

Kirkland, Washington, United States

- Manage calendars, strategically coordinating appointments, events, and travel arrangements
- Plan, coordinate, and finalize details for travel arrangements and business development appointments
- Spearhead training and development program for new employees
- Serve as primary point of contact for an average of 30 incoming phone calls per day, addressing inquiries and resolving concerns
- Guaranteed prompt delivery of incoming mail to appropriate recipients.

Overlake Christian Church

TEACHER ASSISTANT

September 2019 - June 2020 (10 months)

Redmond, Washington, United States

Helps lead teacher provide instructional support to children and implement developmentally appropriate early learning practices and procedure while providing loving care and enriching experiences in a safe, warm and Christ-centered environment.

Nordstromrack.com | HauteLook, a Nordstrom Company

STOCK ASSOCIATE/ SERVICE EXPERIENCE

March 2018 - March 2019 (1 year 1 month)

San Francisco Bay Area

- Completing all inventory processes and making sure merchandise is properly checked in and is accurately ticketed
- Provide general support to the store including set up for special events, markdowns, and relocation of fixtures

- Sort merchandise by department and star hanging, sensing based on the store standards.
- Processed sale transactions accurately and in a timely manner
- Answered customer's questions and addressed problems and complaints in person and via phone.
- Maintained knowledge of current promotions, and policies regarding payment and exchanges.
- Greeted each customer in the fitting room as they entered while also organizing the go back racks.

Suttell, Hammer & White

LEGAL ADMINISTRATIVE ASSISTANT

January 2016 - February 2018 (2 years 2 months)

Bellevue, Washington, United States

- Assists attorneys with prepping documents to be signed and out-processed to court.
- Prepped writs, service packets, JOA's, etc.
- Make phone calls to the court clerks and sheriffs.
- Update client accounts in accordance with the status the account is in.
- Morning receptionist includes - getting mail, directing calls, answering questions, notifying the office when clients arrive, etc.
- E-file, copy, and process incoming and outgoing legal documents

Education

Eastern Washington University

Bachelor's degree, Social Work focus in childcare

Bellevue College

Associate of Arts and Sciences (AAS) · (2012 - 2015)

Juanita high school

Diploma, High School/Secondary Diplomas and Certificates · (2010 - 2012)