KIMBERLY BAKER-ELDER

12015 Marine Drive, #527

Tulalip, WA  98271

(360) 572-9016 Cell

belder5044@gmail.com

SUMMARY OF EXPERIENCE:

Extensive use of Windows 2010, 7, 8.1 QuickBooks 2009 and 2015

MS Publisher Typing speed, 50 cwpm

Various office equipment, PC’s, Microsoft Office Word and Excel

Fax/scanner/copiers & calculators

US Navy Veteran (partially disabled), honorably discharged

EXPERIENCE:

Lo

* office supply levels and restock as needed.
* Used Word and Excel to create, edit and share documents and reports.
* Prepare New Hire and/or exiting paperwork for Team Members
* Sort and Code invoices to send for approval signature and e-mail to Accounts Payable.
* Maintained phone and forward messages.
* Take notes at meetings.
* Prepare “Requests to Advertise” to fill vacant positions
* Prepare Separation of Employment packages
* Scan and file team member documents.

Quil Ceda Creek Casino, Food & Beverage Administrative Assistant 9-22-16 to 1-30-20

* Used Word and Excel to create, edit and share documents and reports.
* Prepare New Hire and/or exiting paperwork for Team Members
* Sort and Code invoices to send for approval signature and e-mail to Accounts Payable.
* Maintained phone and forward messages.
* Take notes at meetings.
* Prepare “Requests to Advertise” to fill vacant positions
* Prepare Separation of Employment packages
* Scan and file team member documents.
* Started out as Seasonal garden waterer
* Due to physical limitations, a new position, Greeter, was created for me
* Provided Switchboard relief when needed
* Part time cashier

Secretary Senior, Dept. of Social and Health Services, Children's Administration, Temp 1/4/16 to 5/9/16

* Provided clerical support to the Regional Business Office and 12 employees
* Performed complex word processing tasks, including merging and sorting using MS Word
* Generate and maintain a desk manual of duties.
* Create procedures and detailed instructions for tasks pertaining to the position.

Assistant to the Director, Carmelite Institute of Spirituality 11/1/10 to 10/24/15

* Greeted visitors and provided customer service by making retreat reservations and scheduling the house for meetings.
* Opened a bookstore with inventory from the church and other vendors.
* Opened, processed and distributed daily mail and incoming payments
* Answered calls and provided any needed information.
* Used QuickBooks to make all deposits, process account payables, reconcile accounts.
* Created monthly financial reports and records of donors

Substitute Clerical, Stanwood Camano School District 10/09 to 7/10/10

* Operated a variety of office equipment; multi line phone, copier, scanner, fax
* Performed word processing functions when assigned using MS Word
* Greeted school visitors and refer or direct them as appropriate; provide customer service, explain documents and requirements

Activities Worker, Quail Run RV Resort, Arizona City, AZ 10/1/08 to 3/12/09

* Assisted Activities Coordinator with managing petty cash funds, created accounting spreadsheets for income and expenses using Excel
* Sold tickets and monitored entry at community events

Data Entry Operator for Fundraising Depart. at Northwest Organization for Animal Help (N.O.A.H.) 2/13/07 to 09/22/08

* Entered all incoming donations into the Fundraiser Software donor tracking database.
* Created templates for letters and donations
* Prepared mailing lists for donor appeals and newsletter mailings.
* Maintained documentation for donation canister locations.
* Helped enable the transfer of all donor data from Donor Perfect software to Fundraiser Pro.
* Volunteered in spay/neuter clinic.
* Cleaned surgical instruments, help clean and prep animals for surgery,
* Helped Vet Intubate as needed,
* Assisted Vet during surgery.
* Adjusted anesthesia as directed by Veterinarian.
* Monitored patients while asleep and coming up from anesthesia.

Comp. Systems Specialist, Florida Dept. of Health/Lee County and Collier County, FL  9/13/00 to 9/14/

* Provided help desk assistance as using needed using Landesk 8.0 or going to location
* Maintained software licensing database using MS Access
* Verified server backups were completed successfully and troubleshoot for errors if not.
* Use Active Directory to manage resources and set up all user accounts
* Supported, upgraded and deployed various software packages
* Generated and maintained documentation for software and hardware installation and procedures using modems, printers (networked & local), R&R video cards, laptops etc.
* Supported, upgraded, deployed and repaired PCs
* Maintained inventory of hardware and software using MS Access

**Volunteer at**

Operate the Port Susan Camping Club Ceramics shop, a Port Susan amenity.

Filled Secretary position for the managing committee.

Member of Violations Review Committee

Member of Emergency Response Team

Certified in First Aid/CPR/AED

**CERT** - Certified Emergency Response Team qualified

**References:**

**Mona Bishop - 425-876-7094**

**Scott Murphy - 425-750-5830**

**College courses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **School Name** | **Qtr. Taken** | **Credit**  **Hours** |
| Data Communications & Networking | Florida Gulf Coast Univ., FL | Spring, 99 | 3.0 |
| Introduction to Engineering Tech. | Charles Co. Comm. College, MD | Spring, 95 | 1.0 |
| System Analysis and Design | Charles Co. Comm. College, MD | Fall, 94 | 3.0 |
| Computer Aided Drafting | Charles Co. Comm. College, MD | Summer, 95 | 3.0 |
| Introduction to Data Processing | Charles Co. Comm. College, MD | Fall, 92 | 3.0 |
| Explorations in Physics | Embry Riddle Aeronautical Univ., MD | Fall, 90 | 3.0 |
| Intro to Business Administration | Central Piedmont Comm. College, NC | Fall, 87 | 4.0 |
| Personal Improvement for Business | Wilkes Community College, NC | Fall, 83 | 3.0 |
| Word Processing | Wilkes Community College, NC | Winter, 83 | 3.0 |
| Accounting I | Wilkes Community College, NC | Fall, 82 | 4.0 |
| Shorthand I | Wilkes Community College, NC | Winter, 79 | 4.0 |
| Shorthand II | Wilkes Community College, NC | Fall, 80 | 4.0 |
| Introduction to Data Processing | Wilkes Community College, NC | Winter, 78 | 3.0 |
|  |  |  |  |
| High School Diploma | North Wilkes High School, Hays, NC | July, 1977 |  |
|  |  |  |  |
|  |  |  |  |
| **Other Computer Training** |  |  |  |
| Windows NT 4.0 Administration | New Horizons, | Feb. 2000 |  |
| Windows NT 4.0 Core Essentials | New Horizons | March 2000 |  |
| Windows 2000 Professional | Innovative Technologies | Feb. 2002 |  |
| Administration and Support of Windows 2000 Pro and Server | Innovative Technologies | Apr. 2002 |  |
| Managing a MS Win2k Network Env | Innovative Technologies | Sept. 2002 |  |
| Exchange 2000 | Innovative Technologies | Oct. 2003 |  |