

Tojuana L. Newsome

SKILLS SUMMARY

Database Administrative Assistant / Office Clerk

- Prepared expense reports and time sheets.
- Answered phone in a call center environment.
- Created and maintained query audits.
- Provided support for legal account executives and division directors.
- Processed workers' compensation claims.
- Provided excellent customer service.
- Corresponded with attorneys to ensure proper billing fees were implemented.
- Inputted large quantities of time sensitive data with an accuracy level of 98%.
- Developed and implemented policies and procedures to ensure the security and integrity of the database.

Purchase Requisitions Specialist

- Reviewed purchase requisitions for compliance with approved processing.
- Prepared all purchase requisition reports.
- Updated tracking database.
- Facilitated purchase order process.
- Created batch reports for review

WORK HISTORY

Database Administrative Assistant / Office Clerk

10 years

- Robert Half International, San Francisco, CA
- Valley Staffing, Fresno, CA
- Venturi Staffing, San Jose, CA
- FDB&L, Santa Clara, CA
- American Electronics Association, Santa Clara, CA

Purchase Requisitions Specialist

1 year

- AnnWells Personnel Staffing Services, Sunnyvale, CA

EDUCATION

B.A. Business Administration, Human Resources Management

San Jose State University, San Jose, CA

2003 – 2004

Philander Smith College, Little Rock, AR

1990 – 1993