**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