

Administrative Assistant Administrative Assistant Administrative Assistant - Georgia Pacific LLC
Coos Bay, OR Work Experience Administrative Assistant Georgia Pacific LLC - Coos Bay, OR
December 2016 to Present Provide administrative support to the Controller and Human resources
including assisting with payroll using Kronos, entering employee time off requests, setting up new
employee files, create new hire packets, assist potential employees with completing an application,
assist HR with new employee computer access. Receptionist duties such as filing, typing, copying,
faxing, distributing mail, etc. Including answering the phone and greeting visitors. Manage and order
office supplies. Prepare outgoing mail, as needed. Provide customer service to internal and external
customers. Obtain data from various resources and accurately prepare daily reports. Provide
administrative support to Log Procurement including preparing Log PO's, PAP's, etc. Assist
Maintenance Department, by updating work orders in MP2, tracking unscheduled down time and
miscellaneous projects as assigned. Cover for storeroom staff on vacation by using MP2 to check
out inventory and enter receiving against purchase orders. Prepare and submit invoices for payment
as they are received. Administrative Assistant Georgia Pacific LLC - Coos Bay, OR November 2015
to December 2016 Provide administrative support to the Controller and Human resources including
assisting with payroll using Kronos, entering employee time off requests, setting up new employee
files, create new hire packets, assist potential employees with completing an application, assist HR
with new employee computer access. Receptionist duties such as filing, typing, copying, faxing,
distributing mail, etc. Including answering the phone and greeting visitors. Manage and order office
supplies. Prepare outgoing mail, as needed. Provide customer service to internal and external
customers. Obtain data from various resources and accurately prepare daily reports. Provide
administrative support to Log Procurement including preparing Log PO's, PAP's, etc. Assist
Maintenance Department, by updating work orders in MP2, tracking unscheduled down time and
miscellaneous projects as assigned. Cover for storeroom staff on vacation by using MP2 to check
out inventory and enter receiving against purchase orders. Prepare and submit invoices for payment
as they are received. Administrative Assistant Cardinal Employment Services\Harmony Estates -
Bandon, OR September 2015 to November 2016 Created and updated forms and letters using

Microsoft Word and Excel. Updated resident records and assisted with residents if needed.

Receptionist Cardinal Employment Services\Johnson Rock Products - Coos Bay, OR January 2015 to March 2015 Answered multi-line phone, open mail, keep office clean, entered invoices for payment, created invoices to bill customers, created checks, filing, operated the copy machine, fax machine and scanner. Operated the Neopost machine. Weighed trucks empty and full for rock purchases. Dealt with customers face to face and on the phone. Took phone orders for delivery of rock. Took payment in cash and credit card from customers purchasing rock. Database Administrator U-Haul International - Phoenix, AZ March 2007 to March 2014 Managed an Oracle database Installed software on PC's Troubleshoot non-working software installations Wrote basic SQL programs Customer service U-Haul International - Phoenix, AZ July 1989 to March 2007 Phoenix, AZ (Jul 1989 to Mar 2007) Accounts Payable Code and process invoices for payment Processed credit memos and debit memos Request refund checks for over payments to vendors Request refund checks for large credit memos on vendor accounts Researched vendor accounts Created new vendor accounts Called company locations to verify receipt of product Created debit memos for non-receipt of product and incorrect pricing Researched payments processed by outside U-Haul locations Provided training to new employees Promoted to a lead and managed up to 10 employees Entered payroll time sheets into computer Learned several different Accounts Payable software programs, including ones written internally Used Word, Excel, email and internet in daily tasks Accurately entered and retrieved data from the computer Customer service experience dealing with company locations as well as outside vendors Occasionally backed up the receptionist answering multi-line phone Extensive 10-key by touch Education GED in customer service Maryvale High School - Phoenix, AZ May 1980

Name: Zachary Reyes

Email: william74@example.com

Phone: +1-842-710-0374x738