

Administrative Assistant Administrative Assistant Administrative Assistant - Urban Chamber of Commerce Las Vegas, NV Authorized to work in the US for any employer Work Experience Administrative Assistant Urban Chamber of Commerce - Las Vegas, NV March 2019 to Present ? Greeted customers, answered phones, and addressed customer answering phones, greeting needs in a timely fashion customers, filing, and ? Managed member records in Chamber Master and Quickbooks bookkeeping ? Answered emails ? Guided potential members through the benefits of membership Proficient with MS Word, MS and answered all questions Excel, and Google Docs ? Issued invoices, entered sales receipts, and processed payments Capable of learning new in Quickbooks software easily ? Created flyers for events in Canva ? Data entry Able to troubleshoot ? Managed tasks with Basecamp computer and technical ? Updated website through Chamber Master CMS problems ? Scanned, copied, and filed documents HTML, CSS, & PHP ? Event preparation and management Clean driving record Web Designer/ Developer Bridal Association of America - Bakersfield, CA April 2016 to December 2017 LANGUAGES ? Developed Wordpress plugins to meet company's needs ? Developed Wordpress themes for company websites English ? Updated database with active members ? Troubleshot website problems American Sign Language ? Worked with hosting company to address issues ? Wrote and designed forms and publications used for promotions and sales Draftsman Bakersfield, CA January 2008 to October 2010 Drafted construction blueprints in AutoCAD ? Performed engineering calculations under the supervision of the engineer of record ? Performed energy calculations ? Answered phones and greeted clients ? Maintained and troubleshot local server and workstations Web Designer Just Johnsons - Bakersfield, CA October 2006 to December 2007 Designed websites for clients ? Supervised and delegated assignments to trainees ? Assisted employees with special needs ? Trained employees in HTML and CSS Office Assistant PC Makers - Bakersfield, CA May 2002 to September 2006 Basic Bookkeeping in Quickbooks ? Nightly deposits to bank ? Filed, answered telephones and transferred calls to correct department ? Created promotional publications in Microsoft Publisher ? Assisted customers with purchases ? Intake and release of computers for repair and completion of proper paperwork ? Opened and closed store ? Janitorial

maintenance of sales floor and office Education Bakersfield College - Bakersfield, CA Diploma
Bakersfield Christian High School - Bakersfield, CA Skills Administrative Assistant, Outlook,
Receptionist, Accounts Payable, Word, Billing, Microsoft Excel Certifications/Licenses Driver's
License

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