ADMINISTRATIVE ASSISTANT ADMINISTRATIVE ASSISTANT ADMINISTRATIVE ASSISTANT - ZOHAR CONSTRUCTION INC Los Angeles, CA Work Experience ADMINISTRATIVE ASSISTANT ZOHAR CONSTRUCTION INC November 2017 to Present Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll   Collecting invoices from sub-contractors and preparing checks for them.   Answer telephone and give information to callers, take messages, or transfer calls to appropriate individuals   Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.   Create, maintain, and enter information databases.   Ordering and making sure office supplies are updated.   Operate office equipment, such as fax machines, copiers or phone systems and arrange   for repairs when equipment malfunctions.   Automate processes as per the requirement of the company.   Processing finance application for clients   Hiring and training new people   Preparing financial statements.   Arrange travel plans   Contributes to team effort by accomplishing related results as needed. FRONT END DEVELOPER INTERN, 88 SITES January 2017 to July 2017 Design, build, or maintain web sites, using authoring or scripting languages, content   creation tools, management tools, and digital media.   Perform or direct web site updates.   Back up files from web sites to local directories for instant recovery in case of problems.   Maintain understanding of current web technologies or programming practices through   continuing education, reading, or participation in professional conferences, workshops, or groups.   Analyze user needs to determine technical requirements. Select programming languages, design tools, or applications.   Develop web site maps, application models, image templates, or page templates that   meet project goals, user needs, or industry standards. IT ASSET ADMIN EMERSON ELECTRIC ASIA January 2016 to November 2016 Monitor or track project milestone deliverables.   Develop or update project milestone deliverables Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.   Schedule and facilitate meetings related to information technology projects.   Identify, review, or select vendors or consultants to meet project needs.   Use computers for various

applications, such as database management or word processing.   Schedule and confirm appointments for clients, customers, or supervisors.   Submit project deliverables, ensuring adherence to quality standards. Education BACHELOR OF SCIENCE in INFORMATION TECHNOLOGY FAR EASTERN UNIVERSITY - INSTITUTE OF TECHNOLOGY August 2017 Skills QUICKBOOKS (5 years), HTML (2 years), PHP (2 years), CSS (2 years), EXCEL, MICROSOFT EXCEL, MICROSOFT OUTLOOK, OUTLOOK, MICROSOFT POWERPOINT, POWERPOINT, MICROSOFT WORD, WORD, PHOTOSHOP, ILLUSTRATOR, PUBLISHER, MICROSOFT PUBLISHER, WORDPRESS (2 years), ADOBE ILLUSTRATOR, ADOBE PHOTOSHOP, Administrative Assistant, Payroll (2 years), Accounts Payable, Billing, Receptionist, accounting (2 years), MS Office, Data Entry (3 years), Microsoft Office, Data Entry, Filing, Marketing, accounting, Receptionist, Scheduling

Name: Wendy Owen

Email: stephanie37@example.com

Phone: 893.211.0829x7096