

Business Assistant Business Assistant Business Assistant Gorham, NH Organized, analytical, administrative professional with a process-oriented mindset, interested in Bookkeeping, Data Analysis, SQL report writing and research. Computer and Technical Literacy, Problem Solving/Creativity, Planning, Adaptability and Flexibility, Good Work Ethic, Professionalism, Customer Service, Decision Making Skills. Work Experience Business Assistant SAU20 - Gorham, NH January 2019 to June 2019 Handled Accounts Payables, Coordinated Board Meeting documentation, Payroll for 3 school districts, General HR duties, PDC coordination. Minute taking when required. Database Analyst Rise Engineering May 2011 to January 2018 div of Thielsch Engineering Operations Data Analyst DBA Precix Inc - New Bedford, MA February 2006 to May 2011 Administrative Assistant Parallel Products NE - Taunton, MA March 2004 to February 2006 Office Administrator Ercon Inc - Wareham, MA November 1998 to February 2004 Document Control Specialist/Reception SAIC Engineering Inc - Middleboro, MA November 1997 to November 1998 Secretary/Assessor Nova Recruitment - Dudley October 1996 to April 1997 Data Administrator Walsall College of Arts & Technology - Walsall July 1995 to September 1996 Education BS in Information Systems American Sentinel University - Aurora, CO October 2009 AS in Administrative Assistant Newbury College - Boston, MA March 2000 Skills Accounts Payable (3 years), Invoicing (Domestic and International) (10+ years), Accounts Receivable (3 years), MS Excel (10+ years), MS Word (10+ years), MS PowerPoint (8 years), G-Suite (2 years), SQL (7 years), Sales Administrator (6 years), Database Management (10+ years) Links <https://www.linkedin.com/in/susan-g-webgirl>

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