

MICHAEL WALTER

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OBJECTIVE

- Temporary receptionist, administrative assistant or general office positions

SUMMARY OF QUALIFICATIONS

- Reception and administrative assistant experience
- Strong verbal and written communication skills
- Demonstrated commitment to teamwork and self-initiative

COMPUTER AND ADDITIONAL SKILLS

- Microsoft Office Word, Excel, PowerPoint and Outlook
- Typing speed: 75 words per minute
- 10-key
- Multi-line phone system experience

RELATED EXPERIENCE

Administrative Manager

Michael L. Photography, Ridgefield, WA, 2009-Present

- Manage all company records, contracts, databases, and licenses
- Manage all company calendar and website updates
- Coordinate all sessions

Receptionist/ Executive Assistant

VLST Corporation, Seattle, WA, Seattle, WA 2007-2009

- Provided front desk and reception support, managing all incoming phone calls
- Served as contact for staff of all Chief Financial Officer-supervised departments
- Managed executive calendar, contacts, travel, and expense reports
- Managed all human resources files
- Coordinated company recruitment processes
- Coordinated conference room calendars
- Coordinated company website updates and company-wide events

Editorial Assistant

Key Publishing Group, Vancouver, WA 2006-2007

- Provided front desk, sales, and shipping and receiving support as requested
- Coordinated information for international trade shows

EDUCATION

Portland State University, Portland, OR

- Bachelor of Arts
- Master of Arts