

Administrative Professional

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OBJECTIVE:

An administrative support professional recognized for taking a leadership role in support of management. Attributes consist of strong technical and interpersonal skills used to enhance organizational efficiency and profits.

SKILLS/QUALIFICATIONS:

Excellent Organizational Skills	Telephone Answering, 12-Line System
Strong Customer Relations Skills	Type 50-60 WPM
Microsoft Word/Excel/Outlook/QuickBooks	Working knowledge of business machines
Data Entry (10-Key)	Filing

Works well (and competently) under stress in a fast-paced office environment
Proficient in following directions for tasks, minimal supervision required.
Ability to plan, prioritize and coordinate multiple projects independently as well as collaboratively.
Motivated, energetic individual and has dependable qualities.
Precise communication skills, that provides patient and resourceful problem solving skills.
Trustworthy, ethical, always maintaining a high level of personal integrity.

PROFESSIONAL EXPERIENCE:

Joel B. Shaw, CPA Portland, Oregon

March 2012 - July 2012

RECEPTIONIST/ACCOUNTANT'S ASSISTANT

Answer phones, schedule appointments, maintain calendar.
Order office supplies, maintain office equipment is in working order, all other general office duties.
Coding/Posting into "Easy" or QuickBooks in order to reconcile accounts.
Assist in creating general ledgers and various other reports for the accountant.
Prepare monthly billing: Create invoices and statements in QuickBooks based on billed hours.
Type compiled financial statements in Word, run tapes on 10-key calculator.
Purge and archive documents according to retention policy.
Process client payments in QuickBooks as well as daily bank deposit.
Provide clerical support to accounting staff as needed.

Ethan Allen, Lake Oswego, Oregon

2010 - 2011

RECEPTIONIST/ADMINISTRATIVE SUPPORT

Answer and direct phone calls on multi-line system.
Coordinate designers with incoming clients
Assist in creating tags & barcodes in Windows Publisher.
Excel projects, managing budgets, data entry.
Maintain order and inventory of customer pick-up items.

State Farm Insurance, Beaverton/Newberg, Oregon

2007 - 2010

INSURANCE PRODUCER/ADMINISTRATIVE ASSISTANT

A current licensed agent by the State of Oregon for selling, writing, and reviewing insurance policies.
Answer phones with detailed information gathering and payments of clients.
Schedule and maintain agent's calendar for utilization of daily tasks.
Complete daily report every morning; making any necessary corrections
Nightly reconciliation of the daily deposit

Lexus of Portland, Portland, Oregon

2005 - 2006

SERVICE DIRECTOR ADMINISTRATIVE ASSISTANT

Answer and direct phone calls to appropriate department.
Data Entry for annual budget, Authorizing and billing out purchase orders.
In charge of inventory and ordering supplies for the Service Department.

Administrative Professional

Invoiced and closed out service repair orders, set up warranty claims, assisted all service consultants.
Cash reconciliation and balance for daily business.
Schedule and plan department meetings and events.
Develop and prepare training procedures and manuals.

-References and Supporting Documentation upon Request-