

Meg Nelson

2547 NE Multnomah St, Portland, OR 97232 (503) 739-1363. Megnelson1111@gmail.com

SUMMARY OF QUALIFICATIONS

- 10+ years administrative assistant and receptionist experience, Certified Life Coach, Childcare Specialist, personal assistant, data entry and customer service
 - Proficient in Microsoft Word, Excel, Power Point, Adobe Acrobat, QuickBooks, social media skills, Internet proficient, AP/AR, and various office duties. Adept on both Mac and PC
 - Strong work ethic, exceptional comprehension and retention, ability to multi-task with accuracy, excellent verbal and written communication, constructive, optimistic, sense of humor, and a strong sense of integrity.
-

WORK EXPERIENCE**Sprouts - Portland, OR**

Child Care Specialist/Live in Nanny

Jan '08- July '12

- Managed independent company
- Nurtured and supervised children while maintaining a safe and healthy environment
- Prepared meals, tended to cleaning duties, facilitated homework time
- Organized and supervised extra circular activities and outings
- Overnight caretaker

Tinctoria Designs - Portland, OR

June '09- Present (Seasonal)

Sales Associate

- Point of sales, credit card transactions
- General accounting, customer service, inventory, managed display booth
- Arrangement and layout of organic and hemp clothing and apparel

Larry Nelson Construction, Inc. - Visalia, CA

May '11- Dec '12

Administrative Assistant/ Receptionist

- Use of Construction Partner Accounting Software, MS Word & Excel, QuickBooks,
- Invoicing, contract preparation, proposals, preliminary notices, lien releases, job costing,
- Email and phones communication, faxing, data entry (65 wpm,10 key)

Larry Nelson Construction, Inc. Visalia, CA

March '00- Aug '08

Administrative Assistant

- Use of Construction Partner Accounting Software, MS Word & Excel, QuickBooks
 - Invoicing, contract preparation, proposals, preliminary notices, lien releases, job costing,
 - Email and phones communication, faxing, data entry (65 wpm,10 key)
-

EDUCATION

The Bhaktishop School of Yoga- Yoga Teacher- 2012

Life Purpose Institute - Spiritual Life Coach Certification - 2010

Barbara Brennan School of Healing - June 2009

Training with Doreen Virtue, Ph.D. (<http://www.angeltherapy.com>)- ATP Cert. - 2007

Humboldt State University- Bachelors of Arts, Religious Studies - May 2006

References available upon request