

Irene Minnieweather
133 NE Wygant St.
PO Box 18074
Portland, OR 97218

Dear Hiring Manager:

I am writing as I am actively seeking employment opportunities as, an Administrative, Project or Office Assistant. I understand the vitality of an administrative support role and possess the skills necessary to perform in this capacity.

As you review my resume you will see that I have 10 years of progressive experience in office administration and customer service positions. I understand the vitality of an administrative/project support role and possess the skills necessary to perform in this capacity.

I am knowledgeable of all of the aspects of providing administrative/project support functions. I consider myself a professional who exercises good judgment, takes initiative, sets goals and knows how to prioritize in order to meet deadlines. I am patient; calm; team oriented; work well under time constraints with a positive attitude while keeping focus on the task at hand. I also possess strong communication and interpersonal skills and have experience working with people of diverse backgrounds through oral or written correspondence.

I have attached my resume listing my skills and qualifications, I believe makes me the ideal candidate for this position. Thank you for your consideration and please feel free to contact me at your convenience to further discuss my qualifications for this position. I can be reached at 503.505.7007.

Sincerely,

Irene Minnieweather

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Highly motivated self-starter who works both independently and as a team player. Currently seeking an Administrative Assistant, Executive Assistant, or Project Management position.

Highlights of Qualifications

- Demonstrated strong computer skills and knowledge of multiple custom database and software programs to enter, retrieve, edit and manipulate data. Ability and initiative to learn new technology quickly and problem solve.
- Excellent interpersonal skills and ability to communicate, both verbally and in writing, with various levels of personnel and management including executives, boards of directors, committees and government officials. Competently execute positions of trust and work with confidential information in discreet manner. Personal commitment to establish and maintain effective relationships with professionalism and excellent customer service skills.
- Extensive Project Management, Administrative and Customer service background. Coordinate and manage special events and meetings. Accurate typing, formatting, word-processing, spreadsheet and database management skills. Strong business English skills, writing, editing, proofreading, grammar, spelling, punctuation. Schedule and maintain calendar appointments; shared department calendars and contact lists. Ability to multi-task effectively and organize work with meticulous attention to detail. Implemented streamlining procedures to reduce cost.

PROFESSIONAL EXPERIENCE

Portland Expo Center - Portland, OR March 2012-current

Event Receptionist (on-call)

- Greet visitors and answer switchboard inquiries regarding Expo Center events. Respond to event inquiries and disseminate pertinent information to staff via radio; refers calls to other phone numbers when necessary. Provides administrative support to Expo Center Director and Event Managers including: invoice coding and processing; create mailing and licensing agreements for signature and facility rental payments. Update EBMS database client/event information, filing, editing and proofreading routine correspondence.
- Compiles and prepares informational packets for visitors and potential clients.
- Communicates with 911 operator and Expo Center staff during an emergency. Informs staff about changes for on-going and future events.
- Interact effectively with diverse groups of promoters, potential clients, vendors, contractors and the public.
- Audit and track event invoices for correct charges and event budget.
- Compile data system reporting vendor payments for events.

Independent Contractor - Portland, OR 2007-2011

Project Coordinator – (part-time on-call)

- Provide excellent customer service to catered clients
- Set-up meeting with clients
- Prepare estimate for catered events based on client's needs and budget.
- Create inviting food displays
- Greet event guests and supervise servers
- Food Service preparation and event service
- Accounts receivables
- Accounts payable
- Budget preparation, monthly closing of books
- Prepares reports detailing income and expenses

Portland Public Schools - Portland, OR 2009

Principal Secretary – Temporary

- Provide administrative support to school Principal.
- Prepare disciplinary letter for parent and district office.
- Order office, teachers and student supplies.
- Liaison in the absence of Principal.
- Track and record student body funds for fieldtrips and classroom events
- Order student transportation.
- Reconcile Principal expense account.

Providence Health System - Portland, OR 1998-2006

Management Assistant-Regional Access Services

- Provide administrative support to Regional Director and five managers within the Access Services department.
- Department Liaison in the absence of the Director.
- Audit, investigate problems, interact and disperse information relating to interpreter services. Coordinate Health System document translation. Prepare journal entries for Health System departments using translation services. Generate monthly statistical report for the departments using interpreter services. Process all interpreter services and departmental invoices for timely payment to vendors.
- Continually review language services contracts and make recommendations to Director, which would benefit in a cost saving to the Health System.
- Research problems and complaints, recommending solutions to the Director.
- Assist in writing and implementing new policies and procedures involving all divisions of Regional Access Services personnel and their interactions with the hospital.
- Assist in the development and implementation of special projects.
- Prepare training manuals for new employees.
- Conduct over the telephone screening of applicants.
- Employment verification, background checks and prepare offer letters for over 400 new Access Services employees annually.

Portland Development Commission - Portland, OR 1997-1998

Administrative Assistant II - Loan Servicing

- Provide customer service for client account inquiries. Discuss terms of home loan and liens.
- Process and post coupon and automatic loan payments.
- Assist with the collection of loan payments from clients.

Portland Development Commission - Portland, OR 1995-1997

Administrative Assistant II – Construction Management

- Provide administrative support to section. Make travel arrangements and set-up meeting for section staff.
- Track and manage incoming invoices and statements for contractor and consultants.
- Prepare RFQ's, RFP's, bid documents and advertise current bid openings in local newspapers.
- Train new and temporary staff members with basic office functions.

EDUCATION

Portland State University

Business Administration – minor Accounting

PROFESSIONAL SEMINARS

Real Estate Broker Courses

Managing Multiple Projects and Priorities

Excellence in Customer Service

Effective Communication

Community Service

SMART Reader Irvington Elementary

Portland Public School Clothing Closet

Maranatha Church

Professional References – available upon request

Personal References – available upon request