

Samantha McClure

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PROFESSIONAL OBJECTIVE

Energetic, positive and dependable individual seeking the opportunity to contribute skills and experience in an administrative position.

PERSONAL STRENGTHS

- Exceptional verbal communication skills
- Enjoys working with the public
- Ability to take instruction and complete tasks independently
- Works well in a team environment
- Organized and detail oriented
- Creative problem solver
- Enthusiasm, passion and a drive to provide high quality work
- Performs well in a fast-paced environment
- Utilizes good judgment in all situations
- Excellent customer service skills

RELATED SKILLS AND QUALIFICATIONS

Clerical / Administrative / Receptionist

- Ability to type 62 words per minute
- Proficient in Microsoft Word, Excel, Outlook, PowerPoint and a solid working knowledge of Windows and Adobe Creative Suite
- Prepared and typed a variety of documents including letters, reports, memoranda and other material
- Composed and proofread/edited written materials for staff
- Initiated, prepared and tracked all requisitions, purchase orders and accounts receivable and payable
- Processed invoices, performed data entry and filing; designed, setup and maintained filing system
- Greeted visitors, assisted or directed them to others as appropriate
- Answered multi-line telephone calls and referred to the appropriate departments
- Answered questions about the company and provided callers with address, directions and other information
- Provided support to the staff as needed such as assistance with meetings, calendars and reaching out to the appropriate agency to resolve issues
- Provided administrative assistance to the Administrator and backup support to the Executive assistant
- Received, opened / date stamped, sorted and distributed mail including confidential materials
- Operated and maintained office equipment such as the fax machine, copier and postage meter
- Developed and completed business correspondence

Sales / Customer Relations

- Established lasting relationships with customers by contacting them to follow up on services
- Consistently sought trend and product knowledge to act as an expert for the customer
- Built and maintained strong vendor relationships to maximize business results
- Proven ability to set and achieve personal sales goals
- Ability to positively handle customer concerns and prioritize multiple tasks in a fast-paced environment

WORK HISTORY

<i>Self-Employed</i>	Transcription / Research	Vancouver, WA	2013 - Present
<i>Garden of Weedin'</i>	Gardener	Seattle, WA	Summer 2012
<i>Sherwin-Williams Paint Co.</i>	Paint Sales	Burien, WA	2009-2012

EDUCATION

Art Studies, Portland State University, Portland, Oregon.

General Transfer Degree, Clark Community College, Vancouver, Washington.

Graphic Design, Art Institute of Seattle, Seattle, Washington.