

DEIRDRE FAY MURFEE

Key Qualifications

- 4 years - administrative support
- 3 years- customer service
- 2.5 years- database management

Recent Work History and Relevant Experience:

Bookkeeper and Office Assistant/ Pastry Technician

Papa Haydn, Inc

- Sorts and records receipts for restaurant records
- Enters detailed information into restaurant accounting spreadsheets
- Assists with filing, stocking, and computer maintenance as needed
- Greets guests/ answers phones (Pastry Tech)
- Takes and prepares orders for restaurant desserts (plated desserts and to go orders) (Pastry Tech)
- Maintains clean workstation/ manages inventory of pastry case (Pastry Tech)

Oct 2011- present

Temporary Administrative Assistant

Feeding America

- Managed databases of donors and grant recipients
- Wrote communications (emails, letters) to grant donors and recipients; used Mail Merge to send to multiple recipients
- Received and made phone calls to business associates; fielded detailed questions regarding projects being managed simultaneously

Sept 2009- Dec 2009

Assistant to Development Director

Portland Symphonic Choir

- Created and managed Excel spreadsheets of donors for organization's records
- Wrote press releases for online and print publications; created advertisements using MS Publisher
- Fielded customer phone calls and vendor communications to plan a large public concert and other performances

Jan 2009- Apr 2009

Data Entry Clerk

University of Portland Admissions Office

- Created and managed student records using BANNER database
- Sent mass mailings; assisted in office management (filing, copying)

Jan 2009- Apr 2009

Education

Completed – B.B.A. Marketing and Management – University of Portland

September 2005 – May 2009

Technical Skills:

Operating System proficiency:

- Windows XP, Vista, and 7

Application proficiency:

- MS Office Suite 2007, 2010 (Pro Plus) esp. Word, Excel, Outlook, and Access;
- BANNER (educational database for student information/tracking)