

Summary of Qualifications:

- Data Entry (2 yrs) Created and maintained information database used to process autograph requests for "The Price is Right." Input customer orders, and client information quickly and with >99% accuracy. Capable of transferring large amounts of information quickly and accurately with no required supervision.
- General Office (9 yrs) Data Entry, Direct multi-line phone, create and maintain filing systems, create budget spreadsheets, mass mailings, organize customer and supplier databases, total time sheets and report payroll information, shipping and receiving, product research, ordering and inventory, basic maintenance of fax and copy machines, etc.
- Microsoft Excel Expert level proficiency with Microsoft Excel. Experience creating complex worksheets including linked cells and mathematical formulas.
- General Computer (15 yrs) Experience with both Mac and PC. Advanced skills in Microsoft Office (Word, Excel, Access, PowerPoint, Publisher, Outlook) Basic HTML. Internet Savvy. Demonstrated fast learner and problem solver.
- Work Independently (10yrs) Spearheaded multiple projects through both work and volunteer organizations. Lead and managed crews of up to 50 people. All requiring a high degree of focus and self discipline to complete.
- Confidentiality Worked in a medical office where large amounts of sensitive information was processed with respect and full confidentiality. Worked on several high profile television shows maintained full confidentiality concerning show results and trade secrets. 10+ years working with private information through various volunteer organizations offering personal and financial council.

Related Experience:

CBS Television City

- Studio Page
 - Typed contestant lists quickly and accurately under a strict deadline and in addition to other responsibilities

CBS Television City

- Studio Page (continued)
 - Created system to facilitate mass mailings
 - Created instructional worksheet detailing the complex Mail Merge process
 - Answered busy multi-line phone system
 - Processed and organized large amounts of fan mail and ticket requests
 - Took detailed messages and delivered them promptly to recipient
 - Followed strict confidentiality policy regarding sensitive show information and trade secrets

Fremantle Media

- Assistant to Multiple Upper Level Executives
 - Maintained detailed telephone log for multiple executives
 - Interacted professionally with confidential information
 - Updated and maintained schedules for multiple executives, and sent reminders of upcoming events
 - Answered multi-line phone system and directed calls
 - Sorted and delivered mail

Western Wyoming College Theatre

- Theatre Worker/ Supervisor/ Office Manager (key holder)
 - Promoted to key holder after three months
 - Communicated with clients to assess needs for theatrical events
 - Coordinated employees, facilities, and equipment in order to anticipate needs and troubleshoot potential problems
 - Maintained inventories, conducted research, and placed orders for entire theatre
 - Totaled time sheets and recorded necessary tax information on all employees
 - Facilitated successful transition between regimes
 - Hired, supervised, and trained crew of 30+ people, including my own replacement

Birth and Beyond

- Receptionist
 - Handled confidential information with discretion and professionalism
 - Answered and directed multi-line phone system
 - Greeted and served patients of diverse emotional states with sensitivity and respect
 - Pulled patient charts
 - Accepted and processed payments
 - Ensured satisfactory completion of necessary paperwork in timely and professional manner

REFERENCES AVAILABLE UPON REQUEST