**Christina Andring**

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**Summary of Qualifications**

* Compose, analyze, and distribute correspondences, memos, databases, tables, and reports
* Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve tasks and goals
* Maintain scheduling, appointment, or event calendars clients, team members, or supervisors to facilitate effective communication

**Employment History**

**Veterans’ Representative Administrative Assistant** 07/2012 – Current

*WorkSource Vancouver Towne Plaza* Vancouver, WA

* Prepared and proofread invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software
* Used a multi-line phone system to answer and direct phone calls to appropriate parties, take messages, and make appointments and send faxes
* Worked on proprietary software within an Oracle database to retrieve and update client information
* Prioritized tasks and duties to accomplish them in an effective and efficient manner

**Business Technology’s Computer Laboratory Assistant** 07/2012 – Current

*Clark College* Vancouver, WA

* Assisted students with business technology homework; Microsoft Word, Excel, PowerPoint, Outlook, Publisher, and Access
* Administered or supervised academic or diagnostic assessments
* Provided private instruction to individual students to improve academic performance, or prepare for academic tests

**Milk Gallon Filler Operator and Sanitizer** 08/2009 – 09/2010

*Andersen Dairy* Battle Ground, WA

* Cleaned, set-up, operated and monitored production line equipment
* Monitored weights, seals, caps, and general packaging of milk product
* Made adjustments to milk filler timing and filling operations
* Ensured machines were supplied with correct materials needed to run machinery and complete logbooks as necessary
* Utilized a continuous improvement mindset, assisted in identifying opportunities to improving production processes

**Ammunition Technician and Distribution Coordinator** 09/2004 – 09/2008

*United States Marine Corps* Camp Pendleton, CA

* Coordinated all outgoing product shipments daily
* Prepared weekly and monthly electronic situation, error, and incident reports
* Evaluated and identified changes to improve the efficiency of current operating procedures
* Managed, organized, inventoried, and processed incoming, existing, and outgoing material shipments
* Inspected and certified vehicles transportation of hazardous materials
* Preformed and multitasked under demanding conditions while working in a team atmosphere to meet critical mission objectives

**Education**

**Associates of Applied Science in Administrative Assistance** 09/2010 – 03/2013

*Clark College* Vancouver, WA

**Certificate of Proficiency in Office Software Applications** 09/2010 – 03/2013

*Clark College* Vancouver, WA

**Ammunition Technician Course** 03/2006 – 06/2006

*United States Marine Corps* Redstone Arsenal, AL