##### RENEE DIPAOLO

1500 NE 15th Ave, Apt 236

Portland, Oregon 97232

(971) 678-0989 ● [cleoharley@yahoo.com](mailto:cleoharley@yahoo.com)

Highly organized administrative professional ensuring efficiency and accuracy in corporate record keeping, with the communications skills needed to quickly present relevant information to both management and employees. Creative multi-tasker and quick learner with unmatched work ethic, thriving in a variety of fast-paced business environments, earning reputation as Go-To Person for all office management and informational needs.

Customer Service ● Scheduling ● Dispatching  Ordering  Billing  Research

Database Maintenance  Travel Arrangements  Accounting  Payroll  HR Support

File Maintenance  Reports ● Presentations  Word Processing

**PROFESSIONAL EXPERIENCE**

**PRESTIGE LIMOUSINES August 2011 – January 2012**

Portland, Oregon

**Reservations/Dispatch (Part-time)**

Process new, modified and canceled reservations in computer system, answer phones, provide verbal and written quotes for service, communicate with drivers, confirm reservations via phone, fax and internet, create driver schedule for next day and forward information to drivers, ensure vehicles are clean and stocked.

**KD STAFFING May 2011**

Portland, Oregon (Assignment complete)

**Administrative Assistant IV**

Temporary assignment at Kaiser Permanente for the coding department. Support four managers, process payroll hours, file employee records, order cell phones for consultants, create spreadsheets, schedule conference rooms and other projects as assigned.

**ENVIRONMENTAL ENGINEERING, INC. September 2005 – February 2010**

Milford, Connecticut

**Service Coordinator/Administrative Assistant**

Managed office and dispatched technicians for HVAC service and engineering firm. Tracked work progress, reviewed weekly GPS report, created monthly service and maintenance schedules, issued order numbers to technicians and entered work orders for billing. Maintained all customer files, prepared proposals and maintenance contracts and copied blueprints for engineers. Assisted Engineers with project coordination. Researched customer billing and service problems. Assisted all office personnel and technicians as needed.

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**LAW OFFICES OF GRANT & ASSOCIATES June 2003 – February 2005**

Tacoma, Washington

**Legal Assistant**

Coordinated work schedules and assisted attorneys for firm specializing in employment law, personal injury and medical malpractice. Prepared pleadings, exhibits and correspondence, scheduled depositions, requested medical records, transcribe dictation, answered phones, faxed, filed and copied legal documents.

**COLUMBIA DISTRIBUTING COMPANY May 2002 – March 2003**

Renton, Washington

**Administrative Assistant**

Assisted Director of Non-Alcohol Department, district managers and sales reps for regional beverage distributor with all informational needs. Processed monthly sales incentives, updated UPC and product changes for all grocery accounts. Tracked departmental sales goals and created product distribution reports including cooler information and depletion amounts. Processed new product sheets, updated catalog, researched and resolved product scanning discrepancies.

**CSK AUTO, INC. September 1997 – January 2002**

Huntington Beach, California

**Regional Administrative Assistant**

Provided office management and administrative support to Regional VP, HR Manager, Regional and District Managers for 147-store retail auto parts chain. Scheduled meetings and coordinated travel arrangements Tracked and resolved store maintenance issues with vendors and regional technicians. Prepared and processed invoices, purchase orders, RFPs, and bids. Supervised part-time receptionist, maintained all office equipment and ordered supplies. Registered and set up over 2,000 employees for annual sales conference. Managed office relocation and new office set up. Maintained confidential regional employee database.

**EDUCATION**

**Business Coursework**

Saddleback College, Mission Viejo, California

**Associate in Legal Administration**

Orange County Business College, Anaheim, California

**COMPUTER SKILLS**

MS Office  Word  Excel  Outlook  Prevail  PowerPoint  Access  PeopleSoft  Quicken  Acrobat Reader  AS400  LINX  CM-ECF  Salesforce.com  Sage Masterbuilder