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| **jADE wILSON**  e-mail shadewilson2@yahoo.com  4435 mueller Drive Beaverton , OR • (425) 408-2990 | |
| **PROFILE** | |
| Administration skills – 10yrs (graphic design, bookkeeping, accounting, typing, filing, 10-key, mailings, time sensitive material, self-starter, communication tie-ins, shipping & receiving, billing, collections, tax forms, updating reports, multiple phone lines, customer service, data entry, self-starter, support (staff & vendors), independent worker, punctual, strong organization, flexible personality, reconciling sales with cash, credit, and checks), ability to multi-task and prioritize  Management experience – 13yr (training, creating & implementing policy procedures, interview, evaluation, quality control)  Public Relations – 10yr (public speaking, counseling, relations)  Fundraising & Sales – 14yr (collecting donations, auctions, donations, purchasing)  Computer skills (Excel, Word, Power Point, Publisher, QuickBooks, Outlook, Access, Visio) | |
| **EXPERIENCE** | |
| Ford of Kirkland Dealership (425) 821-6611  **Receptionist/ Cashier**, *front desk* | 2010-2012 |
| Reconciling purchases and service by processing cash, credit cards and checks, provided professional customer service, problem solve for associates and customers, multi-task, prioritize, maintain customers confidentiality, use written and verbal communication skills, collections(after marketing), charge accounts collections  A/R (vendors, customers, and employees), ability to use flexible approach  Answering multiple phone lines, direct calls, transfer calls, check voicemail, paging, faxing and process received faxes, mailing, stock and order supplies, filing, billing research  Meeting deadlines, putting report data together, run reports, enter data, independent work  Assist sales associates, finance advisors, internet sales, and administration staff | |
| CBRE CB Richard Ellis (503) 294-4211 Bothell , WA  **Facilities / Administrative/ Receptionis**t, *front desk* | 2009-2010 |
| Greeting Employees & Clients, maintain a professional appearance  Unlocking offices & conference rooms, keep receptionist area professional  Handle office calendar and assist with office visits as needed and town halls.  Answer phone, security (badge access), direct calls, transfer calls, problem solving, check voicemail  Meeting deadlines, putting report data together, event committee (holiday events), facility duties, receiving food orders  Assist associates, keep up floor plan, handle on and off storage, update spread sheets  Prepare UPS, FedEx, and USPS mail as needed for pick up daily  Stock and order most supplies for the office, manage email queues for request, prepare for new hires and name plates  Facilities billings (invoices) and maintenance as needed thru a ticket process. | |
| ADP Automatic Data Processing, Inc. (425)-415-4858 Bothell , WA **Administrative/Receptionist**, *front desk* | 2008-2009 |
| Greeting Employees & Clients, maintain a professional appearance  Unlocking offices & conference rooms, keep receptionist area professional  Handle office calendar and assist with office visits as needed and town halls.  Answer phone, security (badge access), direct calls, transfer calls, problem solving, check voicemail  Meeting deadlines, putting report data together, event committee (holiday events), facility duties  Receiving food orders & order when needed for all associates  Assist Distribution Department, Sale Associates, Payroll Specialist, Managers and Supervisor on projects, keep up floor plan  Email queues for request, prepare for new hires, name plates, gift bags | |
| Eastside Communication (425)-787-0211 Lynnwood , WA  **Receptionist**, *front desk* | 2007 |
| Greeting clients, maintain a professional appearance  Answer phone calls, direct calls, provide customer service as needed  Check voicemail daily, assist in job dispatching, sign for deliveries  Keep reception area orderly, make office supply orders, maintain office equipment such as printer, fax machine  Maintain filing both physical and electronic, record maintenance, general office clean-up to include trash, recycle bins, coffee area, bathroom, and vacuuming.  Supply administrative support to the President & Vice President  Set up meetings both on and off site, staff meeting notes, burn CDs, close out packages, prepare and pack freight for shipping, create and maintain administrative processes.  Create job #'s in both Access and QuickBooks, communicate weekly assigned job #'s staff, update & maintain Access tables, receive PO's, invoicing, enter A/P bills, run weekly A/P reports  Process dailies, timesheets, expense reports, input payroll and expense report data in QuickBooks, distribute checks, keep safety manuals and current, oversee office safety supplies, and receive material shipments. | |
| **EDUCATION** | |
| Days Creek High School  Pioneer Business School Eugene , OR | 1998-1991  1993-1994 |
| Sexual Abstinence Certificate through SHARE - 2001  State of Oregon Childcare License - 2005/2007  CPR certification for state of Washington - 2006-2007 | |
| **REFERENCES** | |
| Amy Walen (Dealership Owner) 425-821-6611  Heather McVey (Dealership Office Manager/HR) 425-821-6611  Mike Cervera (Dealership Parts Manager) 425-248-0433  Gina Johnson (ADP Director) 425-415-4858 | |