LESLIE D. WILSON

Gaithersburg, Maryland

**Cell: (202) 316-9394 Email:**  [lesliewilson919@yahoo.com](mailto:lesliewilson919@yahoo.com)

Highly motivated professional with high level of customer service skills. Ability to perform all essential functions of this position.

|  |  |  |  |
| --- | --- | --- | --- |
| Professional Skills | * Good people skills * Good phone skills * Good organizational skills * Good typing skills | * Filing/Editing * Typing (55 wpm) * Data Entry * Office equipment * Great Work Ethics * Oracle Software * Excellent Scheduler | * Bank Reconciliations * Able to multi-task * Knowledge of Microsoft Office/Word/Excel |
| Education | Montgomery College - General Studies | | |

## PROFESSIONAL EXPERIENCE

**Temporary Executive Assistant** 03/2010-Present

*Montgomery County Government – Office of Procurement*

*\*Manpower\**

*Rockville, MD*

* Act as a liaison between executives and all internal departments and external commercial associates.
* Maintain, prepare and update all of the Acting Chief's calendar and appointments using Microsoft Outlook. Coordinate appointments with other high-level officials and commercial businesses.
* Primary duties and responsibilities include answering all incoming calls, filing, copying and scanning documents using Microsoft Office (i.e. Excel, Word, PDF, Outlook)
* Update vendor information using Access, prepping files, and processing MPIA request using Access.

**Temporary Administrative Assistant**  02/2009-02/2010

*\*Today’s Office Professional\**

*Washington Hospital Center-Dept of Med, Legal Dept, Outpatient Lab*

*MyerEmco, Inc.*

* Effectively conveyed directions, instructions, and information to the pubic.
* Provided administrative office support to physicians, patients and attorneys.
* Primary duties and responsibilities includes answering phones, filing, copying, inputting and reviewing information into Excel, faxing/emailing clients, scanning documents and proofreading documents.
* Ability to process and maintain HIPAA sensitive documents such as, patients’ medical records. Organized, prioritized, and completed work with little to no supervision.

**Temporary Office Assistant**  11/2008-01/2009

*Berman, Sobin & Gross, LLP*

*Gaithersburg, MD*

* Supported attorneys and paralegals in providing information about the status of cases, both in person or by telephone and then recording it into the legal software.
* Assisted in the legal process of Personal Injury and Workers’ Compensation cases that included noting and recording essential information.
* Set priorities and simultaneously processed multiple duties and responsibilities.
* Covered for the receptionist screening all calls, visitors and inquiries.

**Temporary Assistant** 08/2008-11/2008

*\*Telesec Corestaff\**

*Gaithersburg, MD*

*Blanton Studios*

* Assisted photographer in setting up in preparation of school pictures.

*National Education Association*

* As a Receptionist, I professionally and accurately provided front desk coverage at NEA Member Benefits Department. I answered telephones using Cisco IP Phone and directed callers to the appropriate personnel.

**Lawyer Referral Intaker** 12**/**2007-08/2008

*Montgomery County Maryland Bar Association*

* Provided assistance for clients who were in need of legal services or information over the phone or in person.
* Responsible for accepting referrals and providing general information to the community.
* Ability to define problems, collect data, establish facts, and draw valid conclusions in order to refer clients to the appropriate attorney.
* Screened clients of their income to determine eligibility for either low-fee or pro bono assistance.
* Maintained database and other relevant records in preparation for monthly report. Complete various administrative tasks for Lawyer Referral Service such as entering case updates and maintaining information.

\*\***VOLUNTEER SERVICES:**

Greater DC Cares/ Church of the Redeemer/Covenant Life Church