**Mindy Sell**

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mindysell@live.com

503-269-2262

HIGHLIGHTS OF QUALIFICATIONS

* Excellent communication skills
* Self motivated
* Strong work ethics
* Respect for deadlines and a demand for high quality work
* Accustom to working in fast paced environment
* Computer literate
* MS Office: Excel, Word
* Multi-line phones
* Efficient and courteous service to customers in a high volume business atmosphere
* Data Entry & 10 Key
* Multi-task

WORK HISTORY

*Jadent Inc., 2011-2011*

Positions held: Fundraiser

Contact potential donors, by computer dialed system, for a variety of charities.

*May Trucking Co., 2006-2010*

Positions held: Driver Manager, Recruiter, Office Assistant

Operate telephone switchboard, take message, transfer calls and schedule appointments. Maintain and update appointment calendars. File and maintain records. Operate office machines, such as copiers, scanners, fax machines, voice mail systems and personal computers. Listen and resolve complaints from potential employees and employees. Develop and discuss work plans with employees, highlight strengths and successes, areas for improvement, team goals, and training opportunities. Facilitate team meetings and develop agenda to ensure pertinent information is shared, deal effectively with issues by using proven problem-solving methods, assign tasks, and encourage courteous communication. Develop schedules, track attendance, assign daily tasks and job duties, provide feedback to workers to ensure quality standards are understood and team goals are met.

*La-Z-Boy Furniture Galleries, 2003-2006*

Positions held: Delivery Coordinator, Office Assistant

Operate multi-line phone, provide information, transfer calls, take messages and schedule appointments. File and maintain records. Maintain and update appointment calendars. Collect, count and disburse money, basic bookkeeping and complete banking transactions. Monitor inventory and order materials, supplies and services. Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail. Operate office machines, such as copiers, scanners, fax machines, voice mail systems and personal computers. Greet persons entering establishment, determine nature and purpose of visit and direct or escort them to specific destinations. Listen and resolve complaints from customers and public. Type, format, proofread and edit correspondence and other documents. Verify inventory computations by comparing them to physical counts, and investigate discrepancies and adjust errors. Examine and inspect stock items for wear or defects, reporting any damage as necessary. Determine sequence and release of back orders according to stock availability. Provide assistance or direction to other stockroom and warehouse workers.

Public Affairs Counsel, 1996-2003

Positions Held: Personnel Manager, Supervisor, Surveyor

Operate multi-line phone. File and maintain records. Monitor inventory and order materials, supplies, and services. Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail. Operate office machines, such as photocopiers, scanners, fax machines, voice mail systems and personal computers. Type, format, proofread and edit correspondence and other documents. Train new staff on basic job duties and customer service standards. Develop and discuss work plans with individual employees, highlight strengths and successes, areas for improvement, team goals, and training opportunities. Facilitate team meetings and develop an agenda to ensure pertinent information is shared, deal effectively with issues by using proven problem-solving methods, assign tasks, and encourage courteous communication. Develop schedules, track attendance, assign daily tasks and job duties, provide feedback to workers to ensure quality standards are understood and team goals are met.

EDUCATION

* Diploma, McKay High School, 1993