**Neill C. Barrett** [barrettneill@gmail.com](mailto:barrettneill@gmail.com)

*6339 NE Glisan Street ♦ Portland, Oregon 97213 ♦ (503) 863-6794*

**Objective**

Administrative Assistant

**Personal Strengths\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

* Able to follow complex instructions
* Dependable
* Detail-oriented
* Good communication skills
* Positive attitude
* Problem-solving
* Self-directed
* Take initiative

**Relevant Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

* Compiled and collated materials for a variety of information packets
* Kept accurate inventory of materials
* Maintained confidentiality of client information
* Organized case-file paperwork
* Performed varied tasks in the office environment
* Teamwork

**Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Accurate alpha-numeric filing
* Certified in Microsoft Office 2010
* General clerical work
* Good organization and time-management
* Operating office equipment, including copy machine
* Multi-tasking
* Trained in technical/professional writing
* Type 60 words per minute

**Employment History\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

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| --- | --- | --- |
| Volunteer Clerical Assistant | Oregon Department of Human Services | 2012-Present |
| Volunteer Electronics Recycler | FreeGeek | 2012-Present |
| College Student | Portland Community College | 2011-2012 |
| Office Janitor | ServiceMaster | 2010-2012 |
| Clean-room Janitor | Leupold & Stevens | 2007-2011 |
| Shipping/warehousing | Columbia Sportswear Company | 2007 |
| Building Security | ABM Security Services | 2006-2007 |
| Caregiver | Community Services, Inc. | 2000-2006 |

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

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| Portland State University, 1997-1999 | Portland, Oregon | BS in Psychology |
| Portland Community College, 1994-1996 | Portland, Oregon | Transfer to PSU |