**Theressia Taylor**

**4724 NE 101 Apt 1**

**Portland, Oregon 97220**

**Home Phone (503) 847-5388**

**Email Addressee,** [**taylortheressia@yahoo.com**](mailto:taylortheressia@yahoo.com)

**Career Objective:** Seeking a long-term Administrative Assistant position with a company where I can utilize my professional skills and provide an opportunity for growth.

**Career Objective**

**Microsoft word, 2010 Spreadsheets PowerPoint, 2010 Excel 2010**

**Visual Basic multi-line telephones Office Machines Access**

**Ten –key**

**Oregonian: Accountant II,** Supervisor Neal Burke, 503-294-4157, 1320 SW Broadway, 12/2001-04/2009.

* Scanning over 1500 Worksheets a week
* Provided general office support to the wholesalers
* Computer entry of wholesalers returns
* Created Spreadsheets of the newspaper
* Kept database updated with wholesalers customers
* Handwritten all invoices weekly
* Used ten-key to add up returns so wholesalers would get paided
* Answered and transfers telephone calls

**Portland Observer: Receptionist,** Supervisor Gary Taylor, 503-288-0033, 4747 NE Martin Luther King Boulevard, 07/2000-12/2001.

* Answered eight incoming telephones
* Kept database updated with customers correct data
* Typed up letters to customers
* In charge of delivering mail to the appropriate departments

**Northern Bank of Commerce: Receptionist**, Mr. Ellsworth, 503-222-0334, 1001 SW 5th, 08/1997-06/2000.

* Answered twenty two phone lines with forty eight extensions
* Greeted and directed customers as they came into the bank
* Did telephones transfers
* Faxed daily and weekly balances to our business customers
* Processed and added up businesses taxes daily
* Added up daily deposits on the ten-key that businesses sent in threw the mail
* Opening and distributing mail to the appropriate departments

**Education:**

* **New Horizons Learning Center**, Beaverton, Oregon, Certificate in Microsoft word 2010, Excel 2010, PowerPoint 2010, Microsoft Office Outlook, Basic advanced interpersonal communications. 02/2011-05/2011
* **Business Computer Training Institute**, Vancouver Washington, Certificate in computers and office automation. 05/1982-10/1982