**Wendy Thompson**

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Objective:    To be a valued employee   
     
STRENGTHS:      
·     Learn quickly and interpret information correctly   
·     Proven record of dependability and a strong desire to see projects done well   
·     Strong organizational and planning skills          
·     High-energy individual who is process and results oriented   
·     Persistent, thorough, and prompt in completing project          
·     Ability to prioritize, delegate, and motivate   
·     Able to meet demanding time goals   
·     Able to handle multiple tasks simultaneously   
·     Dependable and hard-working, get along well with colleagues   
·     Project oriented; stick to a task until completed   
·     Over 6 years experience managing and supervising employees   
·     Strict adherence to confidential information and protection of client records   
·     Knowledge of the restrictions and regulations of HIPPA      
               
   ADMINISTRATIVE SKILLS:             
·     Wrote, edited, & distributed company correspondences, memorandums, and official documents   
·     Established and updated manuals and automated files for personnel and customers   
·     Answered multi-line phone, transferred calls, and recorded messages   
·     Scheduled appointments for clients with office personnel   
·     Filed using numerical and alphabetical systems   
·     Assisted office team in projects using copy machines, paper shredders,    and facsimile      
·     Created/ maintained daily and long-range calendar schedules for staff and clients   
·     Received, sorted, and distributed mail to company personnel and/or mail carrier   
·     Processed large mail-outs (mass mailings)   
·     Prepared and made bank deposits   
·     Counted back cash with 100% accuracy   
·     Accurately made change and completed credit card transactions   
·     Managed a budget effectively with attention to timely payments and savings   
·     Tallied all documents by page and computed daily revenue   
·     Payroll and Payroll taxes