**Objective:** Seeking an Administrative Assistant position where I can utilize my computer, office and leadership skills within a team environment to meet corporate goals.

**Qualifications:**

* Experience creating reports, spreadsheets, training presentations with images and voice recordings.
* 2+ years working in an office environment assisting sales and customer service team with order entry as well as back-up to a 7 line phone system.
* Extensive customer service experience, problem solver, multi-tasking, ability to adapt to change, ensure project deadlines are maintained without compromise to quality, enjoy working independently as well as a member of a team.

**Work Experience:**

|  |  |
| --- | --- |
| **US Bancorp**  *Teller/Personal Banker* | **Minneapolis, MN**  *02/2001 – 08/2003* |
| * Assist clients with account inquiries and direct to appropriate department, cross sell banking products, facilitate opening and closing of checking and savings accounts * Processed check/cash deposits, loan payments, commercial deposits, ATM/Night deposits, checking/savings withdrawals, traveler’s checks and cashier’s checks. * Back-up to vault-teller and commercial banker * Maintained excellent customer service skills and balanced my drawer daily | |
| **Superior Uniforms**  *Order Entry* | **Portland, OR**  *07/1998-02/2001* |
| * Data entry * Verification of accuracy prior to submission of uniform orders in accounting system within timely manner * Back-up to Receptionist * Assisted sales and customers with same day expedited orders to ensure shipment requiring personal handling of order through departments. | |

**Education:**

|  |  |
| --- | --- |
| **Oregon Health Sciences University School of Nursing**  *Bachelors of Science in Nursing* | **Portland, OR**  *June 2013* |
| **Mount Hood Community College School of Nursing**  *Associates Degree in Nursing* | **Gresham, OR**  *June 2009* |

**Related Skills:**

* Microsoft Word, Excel, PowerPoint, Outlook