**Beverly A. Tate**

**1115 Westbrooke Drive**

**Lapeer, MI 48446**

**(810) 664-0592**

**(810) 338-9621**

**OBJECTIVE**

To provide exceptional administrative and clerical support to a team that will challenge, encourage and teach me as well as promote growth and learning.

**EMPLOYMENT HISTORY**

**Express Employment – Hampson Aerospace/Odyssey Inc., Lake Orion, MI**

***01/2012 – 07/2012 Temporary Front Office Coordinator*** Administrative duties included answering multi-line phone system, filing, entering and posting invoices, payroll distribution. I provided customer service to the public and clients. I worked closely with Human Resources and the Controller. Maintained scheduling for conference rooms, meetings and training programs for various department heads and managers. Provided additional clerical help as needed. Use of copier and fax.

**Mid-States Bolt & Screw, Lapeer, MI**

***10/2008 – 6/2011 Administrative Assistant***

Assistant to the Branch Manager, Warehouse Manager and inside and outside sales personnel. Responsibilities included payroll, daily accounting and monthly sales reports. Duties also included tracking orders, entering and filing daily/monthly transfers, purchase orders and bills of lading. Use of copier and fax.

**Employment Giant – ZF Lemforder Corp., Lapeer, MI**

***06/2006 – 08/2007 Temporary Receptionist***

Responsibilities included entering daily production information, scrap and re-work, machine down time, employee effectiveness, maintenance reports and schedules, front office filing, heavy data entry and answering multi-line phone system. I provided customer service to the public and clients. Use of copier and fax.

**Construction Code Authority, Lapeer, MI**

***11/2004 - 3/2006 Deputy Zoning Administrator***

Responsibilities included researching zoning ordinances and regulations for 13 Townships in Lapeer County including the City of Lapeer. I issued permits, assisted applicants with the appeal process and determined the status of the applicant’s request. Use of copier and fax.

**Charter Township of Orion, Lake Orion, MI**

***09/2002 – 11/2004 ZBA & PC Secretary/Clerk***

Responsibilities included scheduling and preparing for board meetings, recording and transcribing meeting minutes, record keeping and filing. Knowledge of ordinance rules and regulations for commercial and residential properties in order to process building applications. Determined applicant ordinance status in order to schedule meetings with the Zoning Board. Use of dicta-phone, copier and fax.

**Mayfield Township, Lapeer, MI**

***11/1998 – 09/2002 Township Deputy Clerk***

Responsibilities included record keeping and filing, accounts payable and receivable, payroll, recording and transcribing minutes. Assisted in preparation for elections. Data entry of pre and post elections. Maintained Michigan Qualified Voter File. Assumed Clerk’s duties when necessary. Use of copier and fax.

**EDUCATION**

Diploma Certificate of Completion

Waterford Mott High School, Waterford, MI M.S.U. Extension, Pontiac, MI

Major: Business Planning and Zoning Rules and Regulations

**SKILLS AND ABILITIES**

Experienced in Microsoft Office, Word, Excel, Outlook, Activant/Prophet- 21, some SAP & Crystal Reports. Able to type 60 + wpm. Experienced in data entry (7,000+), multi-line phone systems, copier, fax and dicta-phone. Excellent organizational skills, record keeping, filing, multi-tasking and meeting deadlines.