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| **Dorothy E. Mack** Home: 360-258-5645 dottiemack@comcast.net |

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| **RESUME** |

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| **JOB OBJECTIVE** |
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| To utilize the wide variety of my skills to enhance company performance. |

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| **SKILLS AND ABILITIES** |
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| Responsible for creating correspondence, reports, charts, graphs, spreadsheets and a variety of other documents. Scheduled appointments, travel, meetings and conferences as requested. Maintained records and files. Excellent skills in answering and directing telephone calls. Able to work with others or alone with minimal supervision. Positive and team oriented attitude. |

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| **EDUCATION** |
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| Portland Community College, Portland, OR  08/1980 06/1983  **EXPERIENCE** |
| **William & Betsy Mack,** Vancouver, WA From 7/2004 To 8/2009 Job Title: *Caregiver* Job Duties: Assisted in the care and welfare of an aging parent by helping manage medications, meals, activities, appointments, and attending to comfort and general health.  **Cascade Call Works,** Vancouver, WA From 10/2007 To 6/2008 Job Title: *Telemarketer* Job Duties: Cold called individuals utilizing random dialing features to provide basic information regarding companies and referring appointments to insurance agents.  **Canadian National Marketing,** Vancouver, WA From 7/2006 To 11/2006 Job Title: *Telemarketer* Job Duties: Utilizing a random dial telephone features, I marketed coupon books for goods and services in various Canadian provinces.  **Webb & Associates,** Portland, OR From 7/1998 To 4/2003 Job Title: *Administrative Assistant/Receptionist/Clerical* Job Duties: Extensive experience in many areas of office operations working for this temporary agency. Performed scheduling, travel, meetings, coordinated documents and reports for appropriate distribution. Maintained spreadsheets required reporting documents and numerous clerical tasks working in government agencies and private sector companies.  **Volt Services,** Portland, OR From 3/1991 To 6/1998 Job Title: *Administrative Assistant/Receptionist/Customer Service/Clerical* Job Duties: In the various temporary positions held, I performed a wide variety of receptionist, secretarial and clericals tasks including call center operator, general receptionist and numerous tasks involving a variety of computer programs. Maintained reporting standards as required. Scheduled meetings answered and directed telephones as appropriate to ensure customer service with emphasis in banking. |