10900 SW 76th Pl. #48

Tigard, OR 97223

503) 329-2829 - Phone

[H3idiwh0@gmail.com](mailto:H3idiwh0@gmail.com)

**Position Desired: Legal Assistant**

I’m an accomplished Administrative and Project Manager with more than 17 years of experience in instituting organizational strategies and measures for continuous improvements and efficient business operations. I’m a motivated self-starter who consistently meets project deadlines and requirements while performing multiple tasks within fast-paced environments. I Respond rapidly and appropriately to changing circumstances; evaluate problems make astute decisions to effect positive change. Outstanding Interpersonal Communication skills and can quickly establish rapport.

**Key Professional Strengths:**

* Committed to delivering personalized attention to all clients (internal & external) without compromising overall service and efficiency.
* Advanced Computer Skills (Excel, Word, PowerPoint, Publisher, Outlook expert)
* Courteous and diplomatic professional, experienced in customer and vendor relations.
* Motivated self-starter who consistently goes beyond the requirements of the job to meet organizational objectives.

**Computer Skills**

Windows 7, Microsoft Excel, MS Word (including mail merges), Outlook, MS PowerPoint, MS Publisher, ACT, Adobe Acrobat, Ariba, Cognos Impromptu, CentralTime, Concur, PeopleClick, WebX & Live Meeting, Cisco VPN Client. Internet Research

**Professional Experience**

One Woman Two Hands Landscape and Maintenance Business (2012 – Current)

Self-owned and operated

* Opened and maintained a 1 woman landscape maintenance business in the Mt. Park area.
* Successfully serviced 8 clients on a weekly landscape maintenance schedule.
* Pruned, weeded, raked, shoveled, hauled away debris.
* Landscape planning, plant purchasing, installation.

Automatic Data Processing, Inc. (ADP), Portland, OR (1999 – 2012)

Assistant to the Division VP Network Solutions, Dealer Services

* Successfully managed a heavy schedule of meetings and travel arrangements.
* Prepared confidential items, proof-read and distributed business communication.
* Support 100+ Associates locally and 300+ Associates located throughout the United States and Canada.
* Plan, coordinate, and execute group meetings.

Taylor Made Labels, Inc., Lake Oswego, OR (1992-1998)

Equipment Coordinator

* Assistant to Equipment Director.
* Sales Assistant / Inside Sales for newly established equipment and thermal labels sales.
* Managed accounts (Pacific Northwest, Idaho, California, and Eastern Canada), Interacted with key decision makers at major food and non-food industry and packaging manufacturers.
* Purchased and maintained inventory for equipment division of over $500 thousand dollars’ worth of equipment and consumables.

**Education**

* Western Business College, Portland, OR – Diploma in Business Administration.
* Portland Community College, Portland, OR – Classes in Business Administration & computer technology.
* Portland State University, Portland, OR – Master Gardener Certification.
* Knowledge Beginnings, Portland, OR – Advanced courses in Microsoft Word, Excel & Publisher.