**Lynn Whitcomb**

Beaverton, Or 97006

**Lynnwh7@frontier.com / 971-344-2859**

**OBJECTIVE:** To obtain a long term position where I can utilize my wide variety of administrative knowledge.

**COMPUTER SKILLS & KNOWLEDGE:**

Microsoft Word SAP

Microsoft Excel Salesforce

Microsoft Access Type 60 WPM

Microsoft PowerPoint 10 Key by touch

**EXPERIENCE:**

**Sr. Administrative Assistant 3/12 - Present**

**Multimedia Information Systems** 10605 S.W. Garden Park Pl., Tigard, OR 97223

***Responsibilities:***

Prepare proposals, bids and contracts. Data entry, accounts payable and receivable.

**Administrative Assistant****6/08 – 7/09**

**Office Team** (*Temp Agency)*, 10260 S.W. Greenburg Rd, Ste. 110, Portland, OR 97223

***Companies worked for:*** Providence Health Systems, Bank of America & Wells Fargo.

***Responsibilities:***

PowerPoint presentations, Excel spreadsheets, materials for special events. Schedule meetings, data entry, proofread documents, customer service, filing and mail.

**Administrative Assistant 8/07 – 6/08**

**Kelly Services** (*Temp Agency)*, 8285 S.W. Nimbus Ave., Beaverton, OR 97008

***Companies worked for:*** Jones & Roth C.P.A., Welch Allyn, Willamette Dental, & CNA Insurance Company.

***Responsibilities:***

Preparations of tax forms, purchase orders, data entry, PowerPoint presentations and Excel spreadsheets. Copy machines maintenance, order office supplies, and filing.

**Sr. Data Application Technician 04/99– 01/07**

**Freightliner, LLC**, 5411 N. Lagoon, Portland, OR 97217

***Responsibilities:***

Parts procurement, purchase requisitions, purchase orders, bills of material, credit card reconciliations, process monthly statements. Process invoices in to SAP, budget reports, account tracking and reporting and employee time cards.

**Sr. Administrative Assistant 04/89 – 06/96**

**Great-West Life Assurance Co.**, 121 S.W. Morrison, Portland, OR 97204

***Responsibilities:***

Process employee packets, applications, certificates, agreements, monthly reports and maintain office supplies.

**EDUCATION:**

***ITT Technical Institute -*** *Diploma received June 1986*

*Course: Executive Secretarial*

***John Marshall High School -*** *Diploma received 1984*