**Margaret Leonard**

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Portland, OR 97221

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***OBJECTIVE:***

I am an administrative professional who is ready to help move your company forward with demonstrated knowledge of the latest office technologies:

* Advanced keyboard, graphic design, writing and editing
* Advanced knowledge of Microsoft Office Suite (Word, PowerPoint, Access, Excel, Publisher), Adobe Creative Suite 6 Design and Web Premium, X/HTML and Raiser’s Edge
* Knowledge of Quickbooks Pro, A/P and A/R

***EDUCATION:***

Portland Community College, AA Administrative Assistance 2012

Studied Psychology at Saint Olaf College and Southern Oregon University

***EXPERIENCE:***

6/2007-present **Office Receptionist** Tualatin, OR

*Oak Grove Custom Cabinets*

* Managing office documents
* Answering multi-line telephone, routed calls, and took accurate messages
* Performing filing duties
* Assisting with Payroll, A/P and A/R
* Transcribing and creating job proposal templates

10/2012-present **20s/30s Group Leader** Portland, OR

*Trinity Episcopal Cathedral*

* Established new communication via social networking sites
  + Create webpages on Twitter, Facebook and Google+
  + Twitter account is currently being followed by numerous local and national businesses and service organizations
* Creating and disseminating weekly bulletin and calendar to 200+ members
* Recruiting volunteers for Trinity’s Outreach programs
* Planning events to involve members in the community
* Liaison to senior staff and clergy at Trinity
* Designed group graphic

06/2011-03/2013 **Caretaker/Companion** Portland, OR

*Private Household*

* Was responsible for the caretaking of an 82-year-old Alzheimer’s patient
* Planned outings and activities in order to keep the patient from being isolated
* Scheduled social events and appointments, and provide transportation

06/2011-02/2013 **Food Pantry Volunteer** Portland, OR

*Trinity Episcopal Cathedral*

* Served food and coffee to those in need
* Stocked food bags
* Recorded number of food bags given, people served, and coupons handed out

12/2010-12/2012 **Development Office Volunteer** Portland, OR

*YWCA of Greater Portland*

* Filing, mailing, and database work (Raiser’s Edge)
* Co-planned and organized the annual holiday event
* Typed and formatted Teen Leaders Manual for Camp Westwind
* Typed, formatted and copied Domestic Violence Training binders

06/2007-08/2010 **Cabin Counselor (Seasonal Assignment)** Portland, OR

Camp Fire USA – Portland Metro Council

* Responsible for children ages 7-18 for seven sessions of outdoor summer camp each summer
* Planned and executed theme days for individual units and entire camp
* Proficiently taught campers to improve skills in various camp activities
* Assisted campers in managing a tidy living space
* Kept professional relationship with staff and campers

10/2005-01/2006 **Office Intern** Portland, OR

*Artists Repertory Theatre*

* Filed documents and performed office functions
* Helped to organize theatre as they moved into a new facility

09/2001-06/2007 **”Ticktocker”/Volunteer** Portland, OR

*National Charity League*

* Served as Recording Secretary 2005-2006, recording and distributing meeting minutes to all class members
* Volunteered countless hours for Portland charities including Providence Children’s Hospital (planning events and decorating rooms), the Ronald McDonald House (making meals for patients and their families), Loaves and Fishes (serving food and delivering meals to primarily elder shut-ins), and Make-A-Wish (creating photo albums for terminally ill children)

**References by request.**