**Marian Chariat**

**19605 River Road, Unit 52**

**Gladstone, OR 97027**

**Cell - 425-463-9424**

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**OBJECTIVE**

**Administrative Assistant**

**SUMMARY OF QUALIFICATIONS**

* Over 17 years of office background, working as receptionist and/or office administrator.
* Outstanding communication skills in support of the specific needs and goals of the department and organization.
* Understand and honor the need for strict confidentiality both inside and outside the work environment.
* Experienced in scheduling appointments and keeping calendar of meetings and appointments current.
* Proven ability to monitor and order all needed supplies and schedule equipment service
* Efficient at handling all incoming communications, both paper and electronic: date stamping, sorting, logging and delivering mail and faxes

**WORK HISTORY**

**Administrative Assistant / Inside Sales**

Ewing-Foley, Inc. June 2006 to June 2013

* Screen and route incoming calls to inside sales staff
* Assist callers with pricing and availability of vendor products
* Process and enter orders
* Receive inventory, package orders, process UPS labels, create packing slips and invoices for shipping stock to customers
* Monitor and order office, break room and cleaning supplies
* Schedule maintenance of office equipment
* Register attendees for specialized vendor classes, processing credit card payments and creating invoices, registration lists and payment logs

**Various Temporary Assignments**

AppleOne, OfficeTeam & ManPower,Bellevue, WASeptember 2005 to June 2006

* Verified payment for sale of contracts
* Contacted sales sites for missing documentation necessary to verify sales
* Checked Excel report against database and made necessary changes to both
* Accounts Payable coding and entering of invoices into corporate check request program
* Created Excel spreadsheets to track specified information and created charts and graphs to show results

**Personal Assistant**June 2003 to February 2005

Homestead Services - East King County, WA

* Collected mail from various mail facilities, sorted and disbursed
* Input data into available Excel reports
* Performed Internet research for specific projects
* Scheduled and monitored regular service for yard and household, i.e.: landscaping and furnaces
* Monitored and scheduled servicing and inspections of all vehicles
* Purchased office supplies; household shopping and errands

**Receptionist / Office Support**April 2000 to April 2003

# Corporate Moving Systems, Kent, WA

* Developed and implemented a streamlined communications protocol which improved customer satisfaction
* Contacted transferring corporate employees about upcoming moves; verified and recorded all pertinent details
* Created and maintained Access mail merge database, printed and produced mailings for O&I sales
* Monitored and ordered supplies for Sales, Customer Service, Claims and Accounting
* Operated and scheduled regular maintenance for office equipment
* Scheduled and maintained calendar of appointments for sales staff
* Screened and routed incoming phone calls

**Manpower Assignment**

**Administrative Assistant to V P of Academic Services** August 1999 to December 1999

Salt Lake Community College, Salt Lake City, UT

* Scheduled appointments, kept calendar of meetings and appointments current
* Prepared agendas for meetings and workshops and prepared backup material
* Created and updated necessary files
* Answered and logged phone calls
* Date stamped and logged all incoming mail and faxes

**Various Temporary Assignments** 1998 to 1999

Today’s Office Staffing & Strategic Staffing,Salt Lake City, UT

* Answered, screened, and announced and /or forwarded phone calls
* Scheduled classes for management at business conference
* Sorted, date stamped and delivered incoming mail
* Made files and kept updated

**Secretary / Reception**1997 to 1998

Murray Community Education**,** Murray, UT

* Answered phone queries about upcoming class schedules
* Registered students for classes
* Created class roster for teachers
* Updated mailing list
* Created and mailed quarterly Class Brochures for both Adult and Youth classes

**Education**

**Bellevue Community College,** Completed courses in Microsoft Office 2003: Word, Excel, PowerPoint, and Access (2005)

**Volunteer Experience**

**Unity Northwest Regional Retreat,** Cashier and assistant to bookstore manager for 3 yearly weekend retreats, included packing of books for shipment to retreat location, setup and teardown of bookstore displays on location, and packing for shipment back to origin.