**Mindy Sell**

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503-269-2262

HIGHLIGHTS OF QUALIFICATIONS

* Microsoft Word
* Microsoft Excel
* Microsoft Access
* Microsoft Visual Basics
* Microsoft Expression Web
* SQL Server
* DOS
* Linux
* AS400
* GERS
* TCP/IP
* Troubleshooting & Diagnostics
* Excellent communication skills
* Self motivated
* Strong work ethics
* Detail oriented
* Self motivated
* Multi-task

EDUCATION

**Pioneer Pacific College** **Wilsonville, OR**

*A.A.S. Computers and Network Technology* 2/2012-5/2013

WORK HISTORY

**Jadent Inc., 2011 Salem, OR**

*Fundraiser*

Paid term position for 4 months. Contacted potential donors, by computer dialed system, to raise funds for a variety of charities.

**May Trucking Co., 2006-2010 Salem, OR**

*Positions held: Driver Manager, Recruiter, Office Assistant*

* Facilitated team meetings
* Developed agendas
* Developed schedules
* Tracked attendance
* Assigned daily tasks and job duties
* Managed responses to applicants and carried out initial telephone interviews
* Maintained applicant data in recruiting database
* Analyzed background check data
* Handled orientation travel arrangements
* Corresponded with management with regard to recruiting progress
* Maintained and updated appointment calendars
* Filed and maintained records
* Listened to and resolved complaints
* Provided assistance to truck drivers, such as cash advances and paperwork

**La-Z-Boy Furniture Galleries, 2003-2006 Tualatin, OR**

*Positions held: Delivery Coordinator*, *Office Assistant*

* Typed, formatted, proofread, and edited correspondence and other documents
* Verified inventory computations
* Examined and inspected stock items for wear or defects, reported damage as necessary
* Determined sequence and release of back orders according to stock availability
* Provided assistance or direction to other stockroom and warehouse employees
* Maintained and updated appointment calendars
* Collected, counted and disbursed money, basic bookkeeping and complete banking transactions

**Public Affairs Counsel, 1996-2003 Salem, OR**

*Positions held: Personnel Manager, Daytime Supervisor, Evening/Weekend Supervisor, Surveyor*

* Place ads, interview potential employees
* Conducting orientation and training programs
* Maintained employee records; keeping past and current records
* Developed schedules, tracked attendance, assigned daily tasks and job duties
* Reviewed and updated Training Manual, bound copies