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| ADMIN ASSISTANT/EXECUTIVE SECRETARY |
| Erica Fuller |
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| **9/11/2013** |

I am looking to apply for the Admin Assist/Executive Secretary. I have had a year of experience in the desk receptionist field along with having two years in student government that has prepared me with how to keep track of budgets, create activities, advocate for higher education and work in a varies of inclusive environments. I also have previous experience working with children in high school; I was in a my school childcare class for two years, Planning events, being an assistant and observing the growth of the infants to younger adolescents . I work with the younger children at my church for Sunday school and I am the head leader of youth group that I have just started for the older kids as well.

Erica Denise Fuller

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(503) 750-4097

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Experience:

Double Tree Hotel, Portland, OR (Jul 2013-present) Conference Service Attendant

I prepare the conference rooms for our incoming guest, make sure they are comfortable in there stay here with us at the double tree and set out their break meals for the afternoon.

Mt. Hood Community College, Gresham, OR (Sep 2011 to Jun 2013)

Director of Student Organizational Council: (Sept. 2011- Jun 2012)

I was in charge of 30 active student run clubs and organizations on campus, I planned three clubs fairs that took place every at the beginning of every term. I had the opportunity of running a council that was mandatory for all clubs to participate in.

Seasonal Events Coordinator: (Sept 2012-Jun 2013)

I had the wonderful opportunity to create, plan and execute many events during this school year. It range from Halloween week, World Holiday Harmony which was event that I created to help explain to young children about the different holidays that we all celebrate during the winter time. I also planned Valentine’s Day, and a spring event as well.

Front Desk Receptionist: (Sept 2012-Jun 2013)

Made copies, took telephone calls, schedule appointments and handled money. Made Faxes, Did housekeeping for the Student Union. I also did earrings for the advisor and bookkeeper.

Centennial High School District, Gresham, OR (Sep 2006 to Mar 2010) Scorebook Keeper

I kept Track of the boys’ basketball team and girls’ volleyball team score during my high school career.

Education:

Associates in General Studies

Mt. Hood Community College; Gresham, OR US; Jun 2013

High School Diploma/GED in General Studies

Centennial High School; Gresham, OR US; Jun 2010

Miscellaneous:

I went to The Center for Advanced Learning (CAL) which is a charter school and I know how to take vital signs, I know medical terminology, and I know to make hospital beds, feed, clean, and transport patients. I have my Food Handler's card so I know all of the health regulation for that. I know how to be cashier I have worked with money through my church's coffee stand. I was a Score book keeper through my high school career so I know how to keep track of score's and tend to people needs. During my time at Mt. Hood I have participated in student government which included lobbying legislators on current issues, informing students and other citizens and advocating for higher education

Licenses &

Certifications:

First Aid Certification

Food Handler's Card