Sara Butler

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**OBJECTIVE**

To attain a position within a company where my talents would be fully utilized and the possibility for growth is achievable.

**SKILLS PROFILE**

Advanced level in Microsoft platforms including Excel, Word and PowerPoint & Access

Types 75 WPM, 12500 KPH

Good filing and organizational skills

Experience in handling confidential paperwork

Ability to take accurate phone messages and deliver messages promptly

Adept in ArcGIS, ArcCatalog, ArcTools, Peachtree, Visual Basic, SQL, Visual Logic, Encompass(HAB), Filevision, Adobe Photoshop, Corel Paint Shop Pro

**PROFESSIONAL EXPERIENCE**

From 2011 to the present time, I have worked temporary jobs, they are as follows.

St Pete Housing Authority  
Receptionist  
Answer phones, first point of contact with all residents.

Coordination and attendance of mandated company meetings.

Auditing files, scanning documents into digital filing system.  
Promptly inputting all resident maintenance requests.   
Assist Property Manager with all duties.  
Maintain calendar for office.  
Create and edit monthly newsletters for building tenants.  
Manage applicant waiting list for Public Housing.  
Create notices for resident issues, knowledge, etc.  
  
  
Kelly Services/Ultimate Staffing

File Processor

File processing and data entry for extensive judicial network.

Coordination and attendance of mandated company meetings.

Receptionist

All incoming phone calls came through my station.

Greeted and guided all visitors.

Setup meetings with associated catering functions.  
Handled mail and package deliveries.   
  
  
Express Employment Agency  
Customer Service

Assured accuracy of customer database and associated insurance policies.

Answered phones and was first point of contact to assist customers.

Data Entry & Claims processing and follow-up procedures.

General Admin

Utilized data from various land and water management companies to create spreadsheets for further business decision analysis.

Used GIS software to create maps of current and projected work sites.

Maintained transportation logs with associated fuel usages.

Maintained and updated lease and rental payments of heavy equipment for asset management.

Worked with HR in regards to maintaining employee records.  
Assisted AR/AP with invoices, collections and communication with contractors and customers.  
General Office duties completed in a timely fashion.  
  
  
April 2008 to October 2010

Kroger

General Assistant  
Assisted all departments with inventory, stocking and general merchandising

Cashiered with no variances

Streamlined shipping and receiving operations

Customer Service for any questions or assistance needed

Floated between all departments as needed for specified coverage

**EDUCATION**

**Brookville High School**, Graduated 2007   
Brookville, OH

**Sinclair College**, Attended 2009-2011  
 Dayton, OH, Liberal Arts with Geology Focus

**Portland Community College**, Beginning Fall 2013   
Portland, OR, Information Technology

References available upon request