**Sarah Cole**

**815 NW Naito Pkwy #505, Portland, OR 97209**

**321-427-0732**

**Objective:** Utilizing my professional administrative assistant/customer service skills to enhance the growth of a successful company.

**Education:** Brevard Community College, Melbourne, Florida. Attended August 2010 – March 2012

**Skills**

* Advanced MS Office and Mac computer skills.
* Typing 70 wpm, 10 key by touch, Data Entry.
* Event Coordination, Schedule and maintain calendars, travel and itineraries.
* Extensive Customer Service Training including Conflict Resolution.
* Intermediate Bookkeeping, Timekeeping and Payroll skills.
* Exceptional written and verbal communication skills.

**Work Experience:**

**Northwest Staffing Resources Portland, Oregon June 2012 – Present**

* Administrative Assistant supporting all levels of management. Maintain manager calendar(s), schedule appointments, manage complex administrative projects, answer phones, data entry into Excel, prepare presentations on Power Point.
* Receptionist/Customer Service – Front desk reception support, greet walk in traffic, sort and process mail, and provide excellent customer service, data entry into Excel, filing, miscellaneous general office support.

**Aloha Pizza Satellite Beach, Florida June 2011 – April 2012**

**Customer Service/Bookkeeper**

* Handle all customer orders on multi-line phone as well as in person.
* Accurately handle monetary and credit transactions, as well as, tips and wages of each employee.
* Run totals and complete the books after each shift and at the end of each month.

**Brevard Community College Melbourne, Florida May 2010 – April 2012**

**Executive Assistant**

* Assist in creating, promoting and overseeing student events.
* Provided full administrative and customer service support for Department Head.
* Handled travel arrangements, scheduling of meetings, processing Expense Reports, work with processing grants for approval.

**Hilton Melbourne Beach Melbourne, Florida June 2007 – April 2009**

**Front Desk Clerk**

* Provide guests with fast, friendly, and efficient service while managing guests on multi-telephone as well as in person.
* Assist supervisor/managers with documents as well as completing essential reports.
* Processing, arranging for and organizing reservation bills as well as all monetary transactions.