**WANDA BLUME**

***(****971) 222-7392 1276 McGee Ct NE #101 Keizer, Oregon 97303 wanda\_blume@yahoo.com*

Administrative professional working in fast-paced environments for 15 years demanding strong managerial, organizational, technical and interpersonal skills. Dependable, ethical and committed to superior customer service. Confident and professional in interactions with individuals at all levels. Energetic with a genuine passion for business administration and a well-rounded background in supporting a variety of internal business operations that will be a positive addition to your company. **Key strengths include**:

Confidential Management Support, Accounts Payables, Employee Training, Administrative Support, Payroll, Microsoft Office Programs, Database Management, Purchasing, Risk Management, Travel/Meeting Planning, Inventory Management, Insurance Claims Processing, Sales and Marketing.

***Administrative***

* Created, proofread and distributed business documents and correspondence using Word, Excel, Powerpoint and Access
* Accurate data entry
* Strong computer skills
* Creative problem solver
* Confidentiality
* Excellent verbal, written and electronic communications with internal and external customers
* Office management including office equipment/supplies management
* Multi line phones
* Electronic and manual file management
* Detailed orientated
* Set up and coordinated travel, meetings and special occasions
* Transcribe meeting minutes
* Mail distribution
* Efficiently prioritize daily tasks
* Accurately processed state-wide billings, payroll, accounts payable, inventory management and purchasing effectively communicating with staff for proper coding and adhering to the Governmental Accounting Practices and Principles including investigate and resolve time sensitive billing problems.
* Develop office practices and policies
* Section orientation for new staff
* Member of multiple committees

**EMPLOYMENT HISTORY**

**Macy’s,** Salem, Oregon (800) 234-6229 x10260 *Elizabeth Arden Counter Manager* 3/2013-6/2013

**Select Merchandizing,** Salem , Oregon (503) 805-5967 *Merchandizer* *3/2012-9/2012*

**Oregon State Department of Forestry,** 2600 State Street Salem, Oregon (503) 945-7200

*Office Manager* 2/2003-5/2006, *Administrative Coordinator* 2/2002-2/2003, *Purchasing/Risk Management Coordinator* 9/2000-2/2002, *Administrative Support Specialist* 4/1996-9/2000

**EDUCATION**

National Career Readiness Silver Certification-2013

Chemeketa Community College: Accounting, Purchasing, and Personal Enrichment courses 1996-current

University of Phoenix: Business Management, 2005-current

Clackamas Community College-Office Specialist Certificate 1995

**COMMUNITY INVOLVEMENT**

Volunteer for the Union Gospel Mission, Simonka women and children’s shelter-Keizer Oregon

Volunteer for the American Red Cross-Willamette Chapter: Receptionist for local blood drives. Member of the National Disaster Team. Deployed on 9/2010 Aumsville, Oregon, 8/2008 Waco Texas