

BETIEL MENGESHA

ADMINISTRATIVE PROFESSIONAL

San Francisco, California | (651) 366-1063 | betyuser15@gmail.com

OBJECTIVE

An **Administrative** position within a progressive company or organization. Position would fully utilize an excellent combination of education and experience, and offer a high level of challenge and responsibility.

SUMMARY OF QUALIFICATIONS

- Strong background in many areas including office administration, reception, phone coverage, computer data entry, research, social media, records maintenance, and customer service.
- Hard-working and driven, while highly-experienced in all many aspects of administrative work, and is proven in consistently meeting all organizational and project expectations.
- Can handle many tasks simultaneously, has excellent attention to detail, and is firmly committed to attaining the highest levels of customer satisfaction, loyalty, and retention.
- Excellent organizational, communication, analytical, and people skills.
- Thrives in a busy, fast-paced working environment.

EDUCATION

METROPOLITAN STATE UNIVERSITY, Saint Paul, Minnesota
Bachelor of Science in Marketing, 2018. Member, American Marketing Association.

PROFESSIONAL EXPERIENCE

METROPOLITAN STATE UNIVERSITY (Accessibility Resources), Saint Paul, Minnesota
Office Assistant/Receptionist (2017-2018)

Directly responsible for office administration, answering phones, responding to phone inquiries, computer data entry, logging and scanning confidential information, records maintenance, customer service, and handling a wide variety of special projects.

Selected Accomplishments and Initiatives:

- Worked in a busy, fast-paced working environment, and met all organizational expectations.
- Prepared, edited, and maintained all manner of office documents.
- Provided the highest levels of telephone support.

MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE, Minneapolis, Minnesota
Office Assistant/Receptionist (2015)

Responsible for office administration, phone coverage, handing customer inquiries and requests, maintaining office records, computer data entry, customer service, and other administrative functions.

TECHNICAL PROFICIENCY

- Windows, Word, Excel, PowerPoint, SPSS, Adobe Video Editing, and other systems and platforms.

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