**FRANCICA LORD**

Apt. #3 First Floor, #4 Third Ave. Cascade, POS H 868-222-2723 [tkflord@hotmail.com](mailto:tkflord@hotmail.com)

**PROFESSIONAL SUMMARY**

Assistant who goes above and beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethic and strength in boosting company morale.

**SKILLS**

* Professional phone etiquette \* Well organized
* Excellent communication skills \* Outstanding interpersonal skills
* Articulate and well-spoken \* Microsoft Office proficiency
* Customer service-oriented \* Quick learner
* Flexible \* Attention to detail
* Pleasant demeanor \* Professional and mature
* Team building \* Dedicated team player

**WORK HISTORY**

**Volunteer**, 01/2013 to 07/2013

**Villa Manor Care Center** – 7950 W Mississippi Ave. Lakewood, Colorado

* Helped with activities for senior residents
* Assisted with setting up a summer garden for residents

**Volunteer**, 06/2006 to 05/2012

**The Salvation Army** – 3901 S Mason Ft. Collins, Colorado

* Helped with holiday events and camps.
* Assisted the office manager with multiple tasks.

**Volunteer**, 03/2006 to 11/2012

**Blessed John XX11** – 1220 University Ave. Ft. Collins, Colorado

* Assisted with holiday dinners

**Volunteer**, 01/2006 to 05/2010

**Moore Elementary** – 1905 Orchard Place, Ft. Collins, Colorado

* Planned and helped with class parties and holiday events.

**Volunteer,** 09/2004 to 12/2005

**La Immaculada RC School** – Orange Walk Town, Belize, CA

* Assisted with class parties and outings.

**Stay- at- home- mum**, 05/1999 to 08/2004

**Accountant / Secretary**, 06/1998 to 04/1999

**Southern Medical Supplies** – 9-13 Archibald St. Vistabella

* Cleared medical supplies with and without custom broker at Piarco
* Managed office supplies, vendors, organization and upkeep
* Answered and managed incoming and outgoing calls while recording accurate messages

**Sales Accountant / Secretary**, 03/1998 to 05/1998

**M.N.K. Distributors** – 4 Maraj St. Chaguanas

* Managed petty cash
* Data entry for daily sales
* Managed office supplies, vendors, organization and upkeep
* Answered and managed incoming and outgoing calls while recording accurate messages

**Assistant Office Administrator**, 11/1995 to02/1998

**FJ Construction Co. Ltd** – 7145 Slaugther House Rd. Belize City, CA

* Did payroll for 100+ employees using Lotus 123
* Typed tender documents using office productivity and word-perfect for windows
* Typed and filed correspondence letters
* Maintained a clean reception area, including lounge and associated areas
* Opened and properly distributed incoming mail
* Helped distribute employee notices around the office

**Assistant Accountant** – 01/1996 to 01/1997

**Artic Cold Ltd**. – 3 ½ Mls Northern Highway Belize City, CA

* Monitored payments due from clients and promptly contacted clients with past due payments
* Took clients with past due payments to court

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**EDUCATION**

**High School Diploma** 1993-1995