

MARIE T. CLARK
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EXPERIENCE:

I.T.S DESIGNERS 2, Hadley, MA
PT-Administrative Assistant

1993 - 2011

- Data entry, bookkeeping, and excel documents.
- Scheduled customer appointments, and scheduled appointments for employer.
- Greeted visitors, ascertained nature of business and conducted visitors to employer and appropriate person.
- Responsible for ordering, and maintaining company supplies.
- Located and attached appropriate file to correspondence to be answered by employer.
- Composed and typed routine correspondence.
- Filed correspondence and other records.
- Placed incoming and outgoing calls, answered questions and concerns of callers in an accurate and friendly manner.
- Responded to written, and telephone requests.
- Read and routed incoming mail, and prepared outgoing mail.
- Placed and purchased company supplies, and materials.

SNI/STAFFING NOW, INC., Easthampton, MA
Front Office Coordinator

2009 – 2009 / Corporate closed this office

- Entered applicant's files into computer database accurately and in a timely manner.
- Conducted internet recruiting and research on a daily basis. Sourced applicants with skill sets and experience as requested from team. Recruiting entailed keeping interviews set each day for the Staffing Managers.
- Prescreened candidates over the phone to ensure they had necessary qualifications.
- Managed inventory of office supplies and prepare supply request form to maintain minimum supply.
- Maintain record of expenditures on newspaper and/or other media advertising on a weekly basis.
- Processed, ensured completion, and filed new account and applicant paperwork.
- Responsible for the professional appearance and organization of the lobby, front office, skills evaluation and interview room areas.
- Entering and processed weekly payroll of all temporary workers.
- Posted job positions to the SNI Companies website other internet recruiting sources as directed.
- Ensure availability of all forms. Organized supplies for the office and ensured quantities were in sufficient supply. This included applications, interview packets, tax paperwork, insurance packets, etc.

Marie T. Clark

BARAN INSTITUTE OF TECHNOLOGY/LINCOLN TECHNICAL INSTITUTE, East Windsor, CT
Career Services Coordinator 2007 – 2009

- Prepared students, faculty, and staff with all aspects of implementing a successful job search including resume writing, interviewing, and job-search techniques and strategies.
- Established new, and strengthened current employer relationships through outreach activities and visibility in the business and education communities.
- Coordinated and organized Advisory Board and Job Fair scheduling with local and national corporations.
- Participated in the creation, planning and implementation of innovative programs and presentations to meet students' changing career needs.
- Partnered with academic departments to strengthen communication with and between employers, students, and faculty to identify and promote internships and work opportunities.
- Assisted with the planning and promotion of the Career Services office to students, alumni, faculty and employers through a variety of marketing efforts.
- Coached students in interview etiquette, and provided students with an interview PowerPoint presentation in the school auditorium.
- Met budgeted graduate employment goals.
- Updated employment bulletin boards throughout building
- Scheduled visits and presentations by industry and business representatives to address students.
- Organized and scheduled graduate internships by contacting companies throughout United States.

RESTAURANT OWNER, Springfield, MA
Proprietor 1987 - 1991

- Knowledge of all aspects of owning, and operating a business

COMPUTER SKILLS:

Microsoft Office Word, MS Excel, MS PowerPoint, MS Publisher, MS Access, Outlook

EDUCATION:

Holyoke Community College	Holyoke, MA
Belchertown Jr. Sr. High School	Belchertown, MA

REFERENCES: Available upon request