**Cori Baker**

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**OBJECTIVE**

To obtain a position as an administrative professional.

**SUMMARY OF QUALIFICATIONS**

\*10+ years experience in office and administrative settings

\*Excellent verbal and written command of the English language

\*Accustomed to multi tasking in a fast-paced environment

\* Efficient telephone, filing, and organizational skills

\*Proficient in the following:

\*MS Word and Excel \*Outlook/email

\*Internet \*ACT! Database System

\*Municipal/County Records \* Word processing 45+ wpm

\*10 key by touch: 9000+ kpm \*Cash handling

\*Multi-line phone systems \*Copying/faxing/scanning

\*New World Systems, Inc. software \*New Dawn Systems JustWare software

\*CCIC/NCIC

**PROFESSIONAL EXPERIENCE**

2008-2010 Frisco Police Department, Frisco, CO

Administrative Assistant

* Maintained and administered the Department’s records management system (New World Systems, Inc.), including proofreading and electronic filing of police reports and implementation of laserfiche archives.
* Responsible for purging of old cases and police reports according to The State of Colorado’s municipal records retention schedule, and ensuring that all information was disposed of properly and securely.
* Received payments for citations, police reports, and background checks; prepared the department’s daily deposit; and received and released found property.
* Maintained animal licensing and renewal program.
* Implemented a system for tracking and documenting federal and out of state DUI offenders being treated within the Town of Frisco.
* Maintained confidentiality of all information, including that of victims, witnesses, and offenders; as well as the proper release of registered sex offender information (Megan’s Law).

(Frisco Police Department, continued)

Municipal Court Clerk

* Set up and maintained files on court cases, summons, and animal control matters, and administered the closing and filing of such cases.
* Maintained complete and accurate court records, attending all court sessions.
* Responsible for all administrative and clerical functions connected with the court, including scheduling and preparation of court dockets, issuance of warrants, receiving payments to the court, notifying prospective jurors and other trial participants, all court correspondence, and working with the State Department of Revenue to ensure accurate driving transcripts.

2005-2006 Golf Savings Bank, Kirkland, WA

Production Coordinator

* Personal Assistant to Sales Manager of a branch with a consistent loan volume of $25 million per month, and 15 originators.
* Maintained and marketed to a database of 6000+ contacts on a weekly basis.
* Beta tested and provided key input on development of a new proprietary origination software system. Provided branch support and assisted with non-technical problem resolution during changeover and implementation.
* Maintained constant confidentiality of all client information, including credit reports, financial documents, and personal information.

1997-2005 Bank of America, N.A., Seattle, WA

Account Executive Assistant, 2005

* + - Prepared and managed up to 50 files per month, from origination through closing, and provided support to 15 loan officers.
    - Coordinated and tracked file flow between the office in Seattle, WA and the processing center in Brea, CA.

Customer Service Representative II, Personal Banker, Senior Teller 1997-2005

* Provided back-up support to sales and service staff, including account opening, servicing, transaction approval and lobby management.
* Ensured regulatory and internal compliance in Safe Deposit area, and maintained a flawless audit record.
* Earned the Customer Experience Leadership Award for consistently providing an outstanding customer experience (2001).

**EDUCATION**

Shoreline Community College, Shoreline, WA

Associate of Arts Degree, 2002

Western Washington University, Bellingham, WA

Major Program of Study: Accounting