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| “…Sandy  Administrative and customer support skills are second-to-none…shows exceptional attention to detail while maintaining a heavy workload…a team player and a consummate professional…”  Computer Skills:  MS Word, Excel, PowerPoint, Access | Sandy Armstrong  19 Samuel ST ◼ Waterbury CT 06704 ◼ 203-568-5880 ◼ sandyarmstrong2010@gmail.com  Targeting Office Management Opportunities |
| To obtain an administration position in a fast paced environment that will allow for personal growth and career advancement. Highly organized, efficient and skilled in a variety of office support tasks, including:   |  |  | | --- | --- | | * Office Organization & Administration * Records & Database Management * Telephone & Front Office Reception * Can Manage and complete projects that need to be produced on a dead line | * Spreadsheets & Reports * Scheduling & Calendaring * Meeting & Event Planning * Filing & Data Entry (75 WPM) * Fluent in Spanish * Can work with minimal supervision and also as a team |   Experience  Speed staffing 03-15-2012 Present  [**Fosdick Fulfillment Corporation**](http://www.fosdickfulfillment.com/)  Customer service Representative (Spanish & English)  Returns processing, customer support and warehousing services. Answered calls for variety of household items products such as AB Rocket Twist, Shaper image Oven and Magic Mesh. Responsibilities would include dealing with customers order accordingly and efficiently. All call times had to be 3 minutes to allow you to receive 15-20 calls per hour.  Physician Location Solutions LLC,  **Physician Recruiter 05/12/11- 03/15/12**  Worked one on one with newly graduating and practicing physicians on locating next career opportunity. Developed Database in Excel and Access2010 to automate the process and procedures for better user interface also established and maintained relationships with clients and in-house hospital staff recruiters.  **CDI Fund LLC,**  **Executive Administration 03/14/09-03/15/12**  Multiple responsibilities and task that would include research and development of a new business in Physician Relocation Management. Assisted lead administrator with organization of pervious projects of the development of a 55+ active adult community. Worked side by side with CEO of the company on daily task which included keeping him organized with personal and professional work such as scheduling, composing letters, flight arrangements, preparing and organizing meetings. Assisted with all legal matters within the company such as writing contracts and legal documentation. Assisted with duties that would change daily.  **Discount Desk co.**  **Sales Representative                                                                                 08/08-03/09**  Responsible for acquiring new accounts and satisfying pervious accounts  Traveling to different locations to customer business do onsite price quotes of available office furniture in the company 2500ft show room. Ordering from Manufactures such as Hooker, HON, Steelcase and Canadian office furniture manufactures.  Working with customer on creating layout design for new office and making sure customers worked within their budget.  **EGC Solutions LLC**  **Sales Representative                                                                                       01/07-08/08**  Independent contractor for the Company Direct Energy  Marketing product door to door.  Became team leader within 3 weeks of hire  Responsible for team of 10 people  Traveled to different locations all around the state of Connecticut.  Education  **Waterbury OIC Inc                                                                                01/11-present**  Major course of study- Business Clerical  **Grafton Job Crops                                                                                                   2005**  GED Diploma  **Grafton Job Corps                                                                                                2005**  Major course of study–Culinary Arts-Business Clerical |
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| *References upon request* |