Margaret Arnold

15 Albough Rd. Apt #10

PO Box 115

Pleasant Valley, CT 06063

(860) 738-9332

*peg@danielarnold.net*

**Objective:** To utilize my skills and experience in an office setting

# Profile

* Current training in MS Office 2010 including Word, Excel, Outlook, Power Point
* Experienced with MS Office 2000, 03, XP, Vista and 07
* Enthusiastic creative individual who enjoys helping people
* Self-motivated, hardworking and conscientious
* Excellent organizational skills, with meticulous attention to detail
* Varied experience in office settings and customer service

**Employment** **History**

**Driscoll Family** *Nanny*  10/2008 - present

Simsbury, CT

* General mother’s duties including but not limited to: cleaning, laundry, cooking, sort and open mail, errands, taxi, help with homework, bedtime rituals, games and fun.

**Northwest CT YMCA** *Receptionist*  2/2006 - 10/ 2008

Winsted, CT

* + Sell memberships, enroll members in programs
  + Answer busy phone lines, field questions
  + Open and close facility as needed per shift

*Preschool Teacher (4/2007 – 10/2008)*

* + Plan, implement and evaluate a developmentally appropriate curriculum
  + Teach swimming and water safety lessons

**Torrington Country Club** *Administrative Assistant* 6/2003 – 11/2005

Goshen, CT

* Open office and safe in AM
* Process tip percentages and make cash deposits
* Process A/R including allocation, data entry and deposits
* Answer phone, screen and direct calls, take reservations and messages
* Create menus, event flyers and monthly newsletter
* Program menus into touch system registers daily
* Type documents for General Manager as needed
* Create and repair various forms

Margaret Arnold

15 Albough Rd. Apt #10

PO Box 115

Pleasant Valley, CT 06063

(860) 738-9332

*peg@danielarnold.net*

*Employment History (cont’d)*

**CNV HELP Inc./McAuliffe Manor** *Program Monitor* 2001 – 2002

Litchfield, CT

* Office work in fast paced setting, including preparation of statistical reports, set up

and organize appointments, data entry in MS Word, Access and Excel

* Make journal entries for other staff to review, detailing all notable occurrences regarding phone records and issues amongst the residents during my shift
* Facilitate health care requests, working closely with APRN
* Count, re-order, and distribute medications
* Transport clients to appointments and supervise their daily activities

**U.S. Census Bureau** *Crew Leaders Assistant* 2000

Northwest Corner, CT

* Set up and navigate daily routes
* Interview residents, gaining co-operation of many non-compliant people
* Meet with crew members on a daily basis, guiding them through difficulties

**Education**

* Quick Books Pro ‘09 Certified NCCC
* Office 2010 Certificate NCCC
* 12 credits in Early Childhood Education Care Courses, INC
* Excel 2000 Level 2 Certified NCCC
* MOS Certificate Word 2000 NCCC
* Tech Express Certificate MS Office 2000 NCCC
* Home Health Aid Certificate Mattatuck Community College
* Accounting and Statistics Westfield State University
* 2 years Bookkeeping Granby Memorial High School

**Community Activity**

* Cub Scout Leader 1991 - 1993
* Barkhamsted Youth Baseball League “Team Mom” 1994 - 1996
* Assistant Brownie Scout Leader 2002 - 2004
* Active member of UMC, participating in functions and fundraisers 1982 - present
* Member of Finance Committee Pleasant Valley UMC 2010 - present
* Treasurer for PVUMC Board of Trustees 2010 - present