Pamela Walcott

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Entry Level Administrative Assistant

Objective

Objective: To obtain a full time administrative assistant position where I can maximize my organizational, interpersonal, and computer skills.

Key Skills & Knowledge Areas

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| * Microsoft Word * Microsoft Excel * Good Communication Skills | * Excellent Organizational Skills * Problem solving * Behavioral modification protocol |

Education & Credentials

Patrick’s Academy, inc., Hartford, CT

Credentials:

* Microsoft Office Specialist Certification 2011

Word 2010 and Excel 2010 Expert

manchester community college, Manchester, CT

* AS in General Studies, 2009- Present

Work Experience

Connecticut science center, Hartford, Ct

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| Visitor’s Services (seasonal position) |  |

2009-2010

* Greeted, directed, and informed visitors about the exhibits within the center
* Advised guest regarding the center’s policies and rules of conduct

Capitol region Education Council, Hartford, Ct

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| Residential Counselor |  |

2004-2008

* Implemented collaborative problem solving and served as a team leader
* Performed administrative duties which included administering medication, and coordinating residential services
* Tracked and reported residents treatment progress

hartford association for retarded citizens, Hartford, Ct

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| Job Coach/Residential Support |  |

2000-2004

* Responsible for daily training, on-site supervision, and monitoring of clients
* Documented clients progress and completed annual progress reports for each client
* Established and maintained effective relationships with clients and community employers