Katherine Driscoll

22 Morris Street Apt. 202

Hartford, CT 06114

860-597-7575

kadriscoll@comcast.net

**PROFESSIONAL SKILLS SUMMARY**

# Organized, professional administrative assistant

# Advanced computer skills and knowledge of office procedures

# Excellent oral and written communication skills; bilingual English/Spanish

* Proven ability to prioritize and handle multiple, complex tasks
* Professional, courteous customer service
* Strong attention to detail

# EDUCATION

Charter Oak State College – Candidate for B.S. in Communications (expected 2012)

Capital Community College – A.S., Business Office Technology, 2009

**TECHNICAL SKILLS**

Microsoft Word, PowerPoint, Excel, Access, Outlook; eProcurement; Blackboard

**EMPLOYMENT EXPERIENCE**

*Administrative Assistant*

Apartment Investment and Management Company (AIMCO), Hartford, CT

7/11 – 10/11

* Provide administrative support to manager of three large, affordable housing complexes
* Communicate company policies and procedures to current and prospective residents
* Handle customer service requests and log work orders
* Manage procurement process from requisition to payment
* Post and deposit rent checks

*Receptionist*

Girl Scouts of Connecticut, Hartford, CT

10/09 – 7/11

* Managed busy front office for statewide membership organization
* Answered phones and assisted members, volunteers and visitors
* Provided administrative and programmatic support for several departments
* Performed general administrative duties such as managing supplies, faxing, copying, filing

*Office Assistant*

AR Mazzotta Employment Specialist, Middletown, CT

10/06 – 9/09

Worked approximately 30 hours per week while attending college, completing various short- and long-term assignments including:

* Accounts Payable Assistant, Carvel Corporation (10/06 – 1/08)
* Receptionist/Secretary, Wilbert & Associates (1/08 – 5/08)

*Resident Assistant*

Cold Spring Commons, Rocky Hill, CT

2005 – 2006

* Provided patient care for assisted living residents