Angela L Velez

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| Objective | | | | | | |
|  | To obtain a position as an administrative assistant where my experience, education, and good analytical skills, and problem solving, will have valuable application by providing administrative support contributing to profitable operation | | | | |
| Education | | | | | | |
| **Now you can upload your resume directly to** [**Monster**](http://www.monster.com/) **using Word 2007!**     1. [Install Monster’s Easy Submit](http://www.monster.com/MonsterResumeEasySubmit/Install/) add-in by clicking the “Install” icon on the menu ribbon. 2. Once installation is complete, **restart Word.** 3. Click on the “Upload” icon to upload your resume to Monster.   For any issues or questions, please visit the [Easy Submit installation support page](http://r.office.microsoft.com/r/rlidEasySubmitHelp?clid=en-US).  **To close this reminder, click the border and then press DELETE.** | Western CT State University — Danbury, CT | | | | | |
| Relevant Courses:   * MS Office * Public Speaking * Communication Skills * Keyboarding I&II | | | | | |
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| Key Skills | | | | | | |
|  | Office Skills: | Telephone Reception  Records Management  Strong Analytical and Organizational Skills | Spreadsheets/Reports  Calendaring  Customer Service | | Front-Desk Reception  Written Communication  *Planning and Scheduling* | |
|  | Computer Skills: | MS Word  MS Excel  MS PowerPoint | MS Outlook  MS Access  MS Project | | Windows  55 WPM | |
| Experience | | | | | | |
|  | Western CT State University — Danbury, CT | | | Assistant Support Worker 2005 to 2006 | | |
| Handled multifaceted clerical tasks (e.g., data entry, filing, and reports) as the assistant support worker to the Deans’ office. Maintained database and ensured the delivery of premium service to students. Quickly became a trusted assistant known for “can-do” attitude, flexibility and high-quality work.  Highlights: | | | | | |
| * Communicated effectively with multiple departments to plan meetings. Established strong relationships to gain support and effectively achieve results. * Entrusted to manage office in the supervisor’s absence. Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls. * Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service. | | | | | |

**Marshalls- Middletown, CT** **Cash Office Associate** **2006 to 2008**

Effectively completed all procedures involving accurately inputting data and

completing bank deposits.

*Highlights:*

* Responsible for up-keep and maintained POS machines
* Maintained balanced safe at all times
* Accurately balanced accounts by posting and reconciling data.

***References Available Upon Request***