bristol • connecticut

860.280.7265 • Business.cda84@yahoo.com

Candice d. Anderson

objective

Organized individual with strong customer service skills and business management knowledge seeking employment in a fast paced creative establishment in need of reliable, results driven individual.

SUMMARY OF QUALIFICATIONS

Proficient in FileMaker Pro, Microsoft Excel and Word

Familiar with Microsoft PowerPoint and Outlook

Entourage, Open Table and QuickBooks

Structured and detail oriented

Motivated self-starter

Strong communication and customer service skills

experience

April, 2010 - Sept., 2011 **Real Art Ways** Hartford, CT

*Accounts Payable/Admin Clerk*

Accounts Payable

General deposits

Coordinates portion of Live Arts events

Administrative support to staff

Ordering supplies and production equipment

Note donations, membership and actions in database

Sept., 2006 - March, 2010 **Creative Group** Bristol, CT

*Administrative Assistant*

Inventory/Order stock

Tape dubbing

Sending outgoing mail by allotted deadline

Distribute incoming mail

Answer multi-line telephone system

Hospitality to ESPN clients

Coordinate holiday dinner parties

Dec., 2005 - Sept, 2006 **National Bible Association** New York, NY

*Executive Assistant*

Schedule phone conferences

Depositing and tracking donations

Arrange exhibit, hotel and flight reservations

General administrative duties

Daily correspondence with government offices and donors

July, 2005 - March 2006 **Daddy’s House Recording Studio** New York, NY

*General Assistant Engineer*

Education

Institute of Audio Research, 2005 Graduate

Capitol Community, 2007 Small Business Management Certificate