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| **Sarah Owens** | | | |
| **Objective** | | | |
| To secure a job within your company that will allow me to use my skills and experience while providing opportunity for growth. I feel that my administrative experience has prepared me to be a perfect candidate for your company. | | | |
| **Qualifications** | | | |
| Highly motivated, mature individual who is organized, efficient, energetic and hard working. A fast learner with excellent interpersonal and communication skills. | | | |
| **Experience** | | | |
| November 2002 - Present  Operations Coordinator | | On Site Gas Systems, Inc. | Newington, CT |
| ▪ Administrative Assistant to Senior Officers  ▪ Invoice Processing  ▪ Small Business Bookkeeping  ▪ Coordinates Trade Shows  ▪ Customer Service  ▪ Logistics Coordinator  ▪ Coordinates Company Events  ▪ Design sales advertisements, literature, marketing mailings and company logos  ▪ Prepare Sales proposals  ▪ Data Entry  ▪ Technical Manual Maintenance and collation  ▪ Manage summer help  ▪ Phone and Copier Administrator  ▪ Office Supply inventory  ▪ Miscellaneous administrative tasks  ▪ Experience in Quick Books, Microsoft Outlook, Word, Excel, Power Point, Illustrator, Photoshop | | | |
| **Education** | | | |
| June, 2000-May 2002 | Manchester Community College | | Manchester, CT |
| **Graduated, Associate Degree in Business Administration** | | | |
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**Volunteer Experience**

An active member of the Full Gospel Interdenominational Church, Manchester, CT

▪ Assistant Choir Director

▪ Sunday School Teacher

▪ Youth Activity Leader