Sharese Hopkins

22 Enfield Street Hartford, CT 06112

Phone 860.724-5898

E-mail hopkinssharese@yahoo.com

Objective:

To obtain a rewarding & satisfying position with a company were I can utilize my clerical office work experience & skills.

Summary of Qualifications:

* Over a year of clerical/office work experience.
* Quick learner who can easily adapt to new responsibilities.
* Work as a team player, detail oriented, cooperative, and dependable & get the job done on time & efficiently.
* Work well under pressure & in a fast paced environment.
* Diplomatic approach to customer service.
* Well organized and adept at multitasking.
* Highly motivated to expand knowledge and skills.

Employment History:

Office Clerk - Temporary Position

12/08 - 04/09 U.S. Census Bureau Hartford, CT.

* Performed clerical tasks such as; filing, sorting and looking up information in the system.
* Worked with minimum supervision & maintained confidentiality.
* Answered & transferred phone calls to proper personnel.

Office Assistant

10/04 - 06/05 Thirman L. Milner School Hartford, CT.

* Received and directed parents & visitors as they entered the office.
* Sorted & distributed mail in a timely fashion.
* Updated school entire filing system into computerized system.
* Performed filing & sorting as well as looking/searching for personal & other information in the system.
* Proficient in computer programs; Microsoft Word, Microsoft Excel & Power Point.
* Typed 40 words per minute, accurately.

EDUCATION:

* Goodwin College East Hartford, CT. Criminal Justice Present
* Job Corps Chicopee, Mass Business & Clerical Courses 2006
* Fairfield Central High School High School Diploma 05/2003