**ALecia jolly-Robinson**

28 Brookline Ave, Bloomfield, CT, 06002 **·** (860) 882-7146**·** aleciajrobinson529@gmail.com

**OBJECTIVE**

Energetic and motivated individual seeking an Administrative Assistant position that will maximize my hands on technical training and professional communication skills.

**SKILLS**

* Excellent Customer Service skills
* Strong leadership and management skills
* Attention to detail and proficient at running and handling office equipment
* Ability to work independently, as well as in a team environment
* Proficient Computer Skills: Microsoft Word, Excel, Access, PowerPoint and Outlook

**EDUCATION**

**Fox Institute of Business, West Hartford, CT** 2010- Present

**Legal Office Professional Diploma, GPA 3.19**

* Legal Office ProceduresIntroduction to Law
* Microsoft Office Suite Document Preparation
* Administrative Office Procedures Accounting
* Business Communications Legal Terminology

**Ashworth College** 2010-Present

**Bridal Consulting Certificate**

**PROFESSIONAL EXPERIENCE**

**Fox Institute of Business, West Hartford, CT**  2011-Present

**Front Desk Receptionist**

* Answer telephones and transfer calls
* Process correspondence in a timely manner
* Prepare and update student information in CampusVue database
* Assist teachers and staff as requested
* Maintain organization of files alphabetically and create files for new students
* Greet incoming customers, resolve concerns, and direct to staff