Nichole Stewart   81 Plainfield St | Hartford,CT06112 | 8609040224 | Nichole.Stew@gmail.com

A highly equipped individual with experience in performing a variety of administrative and staff support duties for a specified department, which require a range of knowledge and skills of organizational procedures and policies; directing and assisting visitors, and resolving administrative problems and inquiries; composing, editing, and proofreading correspondence and reports, and preparing a range of administrative documents.

Summary of Qualification

* Thorough understanding of records policies and procedures.
* Profound ability to convert routine forms, reports, correspondence and the like from rough draft to final with a typing speed of 60 wpm.
* Remarkable experience utilizing legal-specific automated records database system.
* Strong knowledge of MS Office Suite, Outlook and database systems.
* Excellent interpersonal skills necessary in order to communicate with and follow instructions effectively from a diverse group of clients and staff.
* Immense interpersonal skills necessary in order to communicate in person, by email, and telephone to provide information with ordinary courtesy and tact.
* Strong sense of high level of mental effort and strain when answering a high volume of requests for information and    performing other essential duties.
* Uncommon ability to organize and prioritize numerous tasks and complete them under time constraints.

Employment History

**Subway, Server/Cashier** 03/2009 — 10/2009 *Hartford, CT*

* Prepared and assisted customers with each purchase
* Worked with a team of associates to reach consumer demands
* Maintained a clean and sterile appearance according to the company policy

**Cicchiello&Cicchiello, File Clerk** 05/2009 — 09/2009 *Hartford, CT*

* Performed general office duties such as typing, operating office machines, and sorting mail.
* Sorted or classified information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
* Added new material to file records, and create new records as necessary.
* Eliminated outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements
* Kept records of materials filed or removed, using logbooks or computers
* Operated mechanized files that rotate to bring needed records to a particular location.
* Retrieved documents stored in microfilm or microfiche and place them in viewers for reading
* Converted documents to films for storage on microforms such as microfilm or microfiche

**Versatile Production, Seasonal Administrative Assistant** 06/2007 — 01/2009 *Washington, DC*

* Managed and maintained executives' schedules.
* Prepared invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
* Analyzed incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
* Opened, sorted, and distributed incoming correspondence, including faxes and email.
* Filed and retrieved corporate documents, records, and reports.
* Prepared responses to correspondence containing routine inquiries.
* Performed general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
* Prepared agendas and make arrangements for committee, board, and other meetings.

**MHIS, Receptionist**6/2006 — 10/2006*Hartford, CT*

* Answered and transferred telephone calls in addition to resolving customer inquiries
* Supervised and performed complex clerical duties
* Received and distributed mail and messages to appropriate departments and employees
* Successfully arranged appointments between clients and employees.
* Redesigned all business forms, including time sheets, inventory sheets and appointment calendars to maximize effectiveness and clarity.
* Responsible for the overall ethics decision adhering to policies and procedures
* Organized meetings

Education

**Central Connecticut State University***,* New Britain, CT

**Bachelor of Arts in Criminology**, Expected 2011

**Keiser University,** Port Saint Lucie, FL

**Associates of Arts in Criminal Justice,** 2008

**Urban League of Greater Hartford**, Hartford, CT

**Pharmacology, Law and Ethics, Third Party Reimbursement, Customer Service, Pharmaceutical Calculations,** 2006