**Dawn Rogers**

Rocky Hill CT 06067 ● Cell Phone # 845-313-0913 ● dawnmmrogers@aol.com

**PROFILE:**

Over 9 years of responsible corporate experience as an Assistant with proven record of accomplishment in areas such as customer relations, scheduling and general office operations. Strong organizational abilities combined with excellent interpersonal communication and leadership skills that facilitate quality work with other professional at all levels. Proficient in interpersonal communication with experience in collaborating and resolving issues in teams. Works well under pressure and a strong writer with attention to detail.

**EDUCATION:**

**Dominican College**, *Orangeburg, NY* May 2008

Bachelor of Arts, English

**QUALIFICATIONS**

* *Administrative Expertise*: supply ordering and inventory management, file organization and storage, phone and personal client reception, maintenance of corporate account statements and office equipment repair coordination
* *Technical Proficiency*: Highly skilled in MS Office applications (e.g. Excel, Word, PowerPoint and Outlook), mastery of multi-line phone system, copiers, printers and fax machines
* *Secretarial Functions*: scheduling appointments, attendance and expense reports, data entry and coding, developing presentations, travel and meeting coordination, employee scheduling and mail processing

**PROFESSIONAL EXPERIENCE**

**Weichert Relocation Resources** *Morris Plains, NJ*

Administrative Assistant September 2008-March 2010

* Processed real estate contracts and other documentation for home sales
* Created balance sheets for profit and loss statements
* Created personalized high impact presentations for potential clients
* Facilitated communication between external and in-house agents through written and verbal correspondence

**High Point Golf Club** *Montague, NJ*

Assistant May 2004-August 2008

* Independently coordinated schedules for events (e.g. golf outings, wedding, birthdays, bar mitzvah)
* Organized merchandise acquisition for upcoming formal events
* Maintained banking and book keeping statements

**Orange West Realty** *Port Jervis, NY*

Receptionist May 2001-August 2003

* Answered visitor inquiries about the company and our services
* Directed visitors to their destinations for viewings
* Attended closings/showings
* Continually monitored and updated company websites
* Coordinated and participated in facilitation of training of new employees