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| Cara McCullough | | | | |
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| 860.906.8476 | | | | |
| [mccullough.cara@gmail.com](mailto:mccullough.cara@gmail.com) | | | | |
| Objective | To obtain an administrative position as a key member of an office support team, where I am able to maximize my abilities and further enhance my skills. | | | |
| Professional Skills | * Microsoft Office Suite * Microsoft One Note * Microsoft Windows * Oracle Calendar * Mac OS * Adobe Creative Suite * Lotus Notes * First Class | * Filing/Editing/Proofreading * Typing (50+ wpm) * Note Taking/ Minutes * Implementing Office Procedures * Office Management * Calendar Management * Confidentiality Practices | * Meeting Coordination * New Hire Coordination * Special Events Coordination * Training Coordination * Travel Coordination * Customer Service Skills * Interpersonal Skills * Telephone Skills | |
| Education | **Connecticut Center for Massage Therapy, LMT Program***August 2008* | | | |
|  | Eastern Connecticut State University ,***BA Fine Arts*** *December 2004* | | | |
| Employment Skills | * Ability to prioritize responsibilities and multitask in a fast-paced, time-sensitive environment * Ability to follow instructions well and make decisions independently * Manage Community Service, Engineer Staff, Events, Projects, and Meeting Room Calendars * Secretarial duties, coordinate schedule, meetings, note taking, prepare meeting minutes, process expense accounts, travel arrangements, distribute mail, notes, memos for action required * Prepare meeting materials, including reports, meeting agenda, talking points, handouts * Office Management, ordering supplies, attendance/ time records, prioritize office workflow * Maintain company website, revise and add new products and pages, update events * Exceptional telephone skills, managing multiple phone lines, high volume setting * Troubleshoot technical issues, computers, printers, faxes, scanners * Excellent organizational capabilities, establish procedures to facilitate efficient workflow * Process meeting room reservations and requisitions for services and set-up for special events * Correspondence handling, screening emails and phone calls, referring to appropriate staff * Business Communication, proofreading, editing, grammar, and punctuation * Maintain various reports, attendance, billable days, contract activity, expense, mileage, project revenue, staffing requirements, and time, prepare and distribute quarterly newsletter * Provide exceptional customer service to clients, customers, patients, fellow office staff, service providers, vendors, and visitors * Diplomatically and tactfully resolve concerns as needed * Post employment openings, screen employment candidates, schedule interviews, interview applicants, perform reference checks, and process new hire paperwork * Plan & schedule major school events, parent conferences, commencement, training sessions * Maintain confidentiality, and professional etiquette standards * Manage monthly invoices, prepare invoices for payment, and monitor budget to stay within department’s allotted budget * Prepare and maintain all student records, prepare for parents, town offices, and records requests * Schedule PPT meetings for students annually and as needed * Update and maintain student database, registrations, contracts, mailing lists, prepare school mailings | | | |
| Employment History | | | | |
|  | The Learning Incentive, Inc. Ben Bronz Academy, W. Hartford, CT  School Secretary  Walker Systems Support, Farmington, CT  Scheduling, Project Coordinator  The Ethel Walker School, Simsbury, CT  Executive Assistant to Assistant Head of School | | | **07/10-11/2011**  **11/09—07/10**  **10/07­­--10/09** |
|  | Eastern Orthopedics & Sports Medicine, South Windsor, CT Receptionist/Front Desk Supervisor Assistant to Physician | | | **04/06 – 03/07** |