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| |  | | --- | | **Sascha L. Johnson** | | **48 Milford Street, Hartford, CT 06112** | | |  | | --- | | **Contact** | | **860-655-9776**  [**Shaejohnson73@att.net**](mailto:Shaejohnson73@att.net) | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | I am seeking a position within the Administrative/Clerical field that will allow me to expand upon the knowledge I’ve gained in this field. | | **Availability** | August 1, 2012 | | | |
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| |  | | --- | | **Key Skills** | | Microsoft Office Suite, Lotus Notes, Typing, Data Entry, Multi-line phones, Copy equipment | | |
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| |  | | --- | | **Education** | | |  |  | | --- | --- | | **Present** | **Connecticut Center for Massage Therapy, Newington CT** | | **1989 - 1991** | **Pilgrim High School, Warwick RI** | | | |
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| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | **Monroe Staffing, Manchester CT** | **Temporary Assignment** | | ***Data Entry*** | **June 2012 - Present** | | * Input client tax information into company systems | | | **Staffmark, Windsor CT** | **Temporary Assignment** | | ***Project Manager*** | **2008 - 2010** | | * Processed client print requests; Maintained job quality; Oversaw job production * Implemented training manual * Assisted team in time sensitive projects; maintained client stock | | | **Valassis Inc. (ADVO Inc.), Windsor CT** |  | | ***Graphic Print Process Administrator*** | **2007 - 2008** | | * Reconciled financials; database tracking * Reporting and auditing * Close out print and additional charges | | | **Stewart Staffing Solutions, Hartford CT** | **Temporary Assignments** | | ***Graphic Print Process Administrator*** | **2004 - 2007** | | * Reconciled financials; database tracking * Reporting and auditing * Close out print and additional charges | | | ***File/Collateral Coordinator*** |  | | * Formatted specialized spreadsheets; responded to customer inquiries * Assisted in the perusal of paid-in-full and county recorded documents | | | **Jaci Carroll Staffing Services, West Hartford CT** | **Temporary Assignment** | | ***Administrative Assistant*** | **2004** | | * Formatted specialized spreadsheets * Maintained company client files * Responded to customer/client inquiries | | | | |
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