

Edwina Smith
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Lancaster, TX 75149
(972) 730-3937 Cell

Objective

To acquire a position with the potential for advancement where I can utilize my knowledge and experience

Education

Executive Secretarial School	Dallas, TX
Legal Secretary	1988-1989

Port Allen High School	Port Allen, LA
Diploma	1987

Work Experience

Walgreens	Lancaster, TX
Customer Service Associate	2017-2018

Masco Cabinetry	Duncanville, TX
Order Processing Specialist	2012-2016

Process orders for cabinets placed in homes by major contractors.

U. S. Securities	Irving, TX
Security Guard	2010-2011
Securing perimeter, employees and preparing reports.	

Convergy's	Baton Rouge, LA
Customer Service Representative	Aug.-Oct. 2009

Resolve problems for cell phone customers.

Earl K. Long Medical Center	Baton Rouge, LA
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Administrative Coordinator 4 1997-2009
Accountable for timekeeping for numerous departments, inventory control in central supply, data entry for patient charges, purchasing and mailroom duties.

Frank Crowley Courthouse Dallas, TX
Legal Secretary 1989-1991
Grand jury and support staff for various attorneys.

Office Skills

Strong computer skills in Microsoft Word, Outlook and Excel, Excellent customer service skills, working knowledge in PeopleSoft (Purchasing and Payroll), working knowledge of RMA Inventory software, Have working knowledge of fax machine, copier and multiple phone lines Has working knowledge with extensive file system, professionalism and multitasking, strong interpersonal skills, detail oriented, good oral and written communication skills, good organizational skills, excellent problem solving skills, great team player and ability to work independently.