Deja Gross

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| 220 Billy Wickliffe Drive Wilmer, TX 75172 |
| Cell: 214-264-0983 |

**Summary of Accomplishments**

* Excellent verbal, written, and communication skills
* Good Customer Service Skills
* Excellent organizational skills and ability to work with little to no supervision

**Professional History**

Ballard Gold Group June 2017 to Present

**Administrative Assistant**

* Perform general clerical duties, faxing, filing, and mail distribution
* Develop and maintain filing system
* Ensure all company and employees needs are met by the deadline
* Produce and distribute correspondence memos, letters, faxes, and forms
* Assume responsibility for maintenance of office equipment
* Maintain office supplies by checking inventory and order items
* Answer and direct incoming calls
* Organize and schedule meetings and appointments
* Book travel, conference calls, rooms, hotels etc.
* Reply to email, and telephone inquiries
* Receive, sort and distribute the mail

**Education**

Wilmer Hutchins High School 2014-2017

High School Diploma

Skills:

* Fax, Copy, Sort Mail, Communication Skills, Verbal/Written Skills

References:

* Available upon request