

Chelsea Ciszewski

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SUMMARY

Administrative Assistant with 3+ years experience, skilled in prioritizing and completing tasks independently, while maintaining the utmost confidentiality, seeking a new opportunity to use my skills and grow professionally.

HIGHLIGHTS

- Administrative Assistant – Salome Justice Court (5/1/2018 – Present)
- Receptionist – Lane’s Tire and Auto Care (1/18/2018 – 5/18/2018)
- Receptionist – The Appraisal Group (6/23/2017 – 10/20/2017)
- Administrative Assistant – Salome Justice Court (12/21/2015 – 6/21/2017)
- Salesfloor Associate and Cashier – Bed Bath and Beyond (01/10/2011 – 05/12/2015)
- Experience with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Outlook.

WORK EXPERIENCE

Salome Justice Court (5/1/2018 – Present)

Handling confidential and sensitive documents, processing legal payments, answering phones calls, providing legal consult to defendants, suspending licenses, processing small claims and civil lawsuits. Created new file system that converted physical files to paperless. Created and implemented system of procedures for destroying files.

Lane’s Tire and Auto Care (01/18/2018-5/18/2018)

Payment processing, maintaining mechanical equipment, facility maintenance.

The Appraisal Group (6/23/2017 – 10/20/2017)

Answer phones, schedule inspections, deposit payments, prep inspection reports, place photos within the inspection reports, measure homes, take photos of homes, file reports

Salome Justice Court (12/21/2015 – 6/21/2017)

Conduct Initial Appearances for defendants in custody, issue and sign court orders, schedule hearings, assist attorneys, prepare defendants, manage the collections process, explain and oversee sentencing, issue warrants, suspend licenses, train new employees.

Bed Bath and Beyond (01/10/2011 – 05/12/2015)

Place orders for new “materials”, perform seasonal resets, provide excellent customer service, ensure items are marked down on time, zone my area and ensure it is always presentable, gift wrap, guarantee engaged couples have registered for their wedding, assist customers with purchasing items with excellent product knowledge process payments: cash, checks, debit/credit card transactions, and gift card purchases.

B.S. Family and Human Development, May 2019

Arizona State University, Tempe, AZ

A.A. Science, October 2014

Eastfield Community College, Mesquite, TX