

My professional and volunteer experience is well matched for a position within your company. During the summer of 2010, I worked as Administrative Assistant the Bay View Association in Northern Michigan. At Bay View I had many tasks; organize and maintain the office, collect and keep track of payments and donations, and assist customers in registering for classes. In 2009, I was an assistant to a Department Chair at the University of Alaska, Fairbanks (UAF) I collected and kept data on the interns in the elementary education program. Much of my time was spent organizing spreadsheets and responding to emails from the elementary education interns and their site supervisors. In 2007 and 2008 I volunteered at a Women's Safe House. There I handled donations, answered crisis calls, performed intakes, and chatted with women and their children. Volunteering at the Safe House was one of the most rewarding positions I have ever had, even if it was stressful from time to time. I am familiar with software on both Mac's and PC's; though most of my time has been spent working with Word, Excel, and File Maker Pro. I have used both Outlook and Google for emailing and calendar purposes, and am familiar with the different applications tied to both.

I am a hard worker, who is always willing to go the extra mile to get the job done. Because of my my experience working in non-profit, my administration skills, and my experience in education, I would be a wonderful asset to the team. Thank you for taking the time to review my application, please contact me should you have any further questions about my experience and dedication.

Regards,  
Lesley Scott