Cherie Hoffman

616.455.4192 Home

616.498.1673 Cell

cheriehoffman@comcast.net

AREAS OF EXPERTISE

Event planning – from concept to personal oversight of successful conclusion

Project coordination – needs determination to completion of necessary tasks

Organization system creation, implementation, and maintenance

Office organization and records management

Front desk – greeting, assisting, and directing customers. Answering and transferring calls on a multi-line phone system.

EXPERIENCE

Allegra-Marketing-Print-Mail

Mailing Project Team (2/16-Present)

Rowe International, Inc. (11/91-8/95)

Administrative Assistant and Receptionist

Varnum, Ridderring, Schmidt, and Howlett (7/89-11/91)

Network Project Coordinator

EDUCATION

Davenport College (9/82-5/83)

Secretarial Certificate

Calvin College (9/81-5/82)

General Classes

REFERENCES

Diane Wierenga – 616.813.6569

Jeannine Lanning – 616.915.1760