**Name**

**Address**

**Email**

**Phone**

**EXPERIENCE**

**Housing Authority ‑ PA 07/01/1991 ‑ 12/16/2009**

**Housing Specialist/Clerk Typist II**

Maintain a record management system

Input, retrieve and present data using a computer

Produce and present documents using a computer

Provide customer service

Photocopy and present documents in an appropriate format, complying with local requirements, legislation and company policy.

Record, store and supply information in accordance with policy and legislative requirements.

Present information accurately and in an appropriate format using a computer. Comply with company procedures.

Enter information correctly using an appropriate computer system, in accordance with legislative requirements and company policy. Retrieve and present information in a suitable format and supply to relevant personnel.

Provide and promote service to customers in a professional manner in line with company policy and legislative requirements.

Process incoming information and enquiries sensitively and professionally in line and company policy.

Work as part of a team

Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and company objectives.

Complete administration procedures

Ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy and procedure.

**EDUCATION**

**Technical Institute 06/01/1990 ‑ 06/10/1991**

**Pennsylvania**

One year of College,full time Technical or Vocational School

Major: Word Processing/Administrative Assistant

**Business 09/01/1985 ‑ 09/30/1986**

**Indiana**

One year of College,full time Technical or Vocational School

Major: Word Processing/Administrative Assistant

**Senior High School 09/01/1982 ‑ 06/30/1985**

**Pennsylvania**

Attained High School Diploma

**SKILLS AND ABILITIES**

**Bi‑lingual**

I speak and write fluently in both spanish and english.

**Professional References**