**Name**

**Address**

**Phone**

**Email**

**Objective Statement**

To obtain a position where my administrative and technical skills contribute to the success and growth of the organization

**Summary of Qualifications**

* Enthusiastic contributor and supporter of team goals
* Knowledge of office administrative practices and procedures
* Strong attention to detail, great Microsoft Suite skills
* Excellent methodical, organizational and communication skills
* Proven ability to prioritize and handle multiple tasks in a challenging environment

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**Education and Training**

**University- Online**, FL

­Associate of Arts, Paralegal, 2013

*Classes include*: Contract Law, Family Law, Law Office Management, Criminal Procedure, Legal Writing, Tort Law

­GPA 3.2/4.0, Dean’s List

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­**College of Technology**

­Associates of Arts, Criminal Justice, 2010

*Classes include:* Criminal Investigation, Computer forensics, Forensics, Physics, Biology, Psychology, Microsoft Suite

­GPA 3.4/4.0- Transferred to Everest

**Skills / Strengths**

* Windows Vista, Windows XP, Windows 7
* Access, PowerPoint, Word, Excel
* Types 56 WPM and excellent 10 Key calculator skills
* Interpersonal communication skills
* Developed a strong connection supervisors and co-workers
* Outrival in customer service

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**Employment Experience**

**Crafts;**  PA Aug 2012 - Present

*Cashier/ Fine Arts Instructor*

* ­Worked 10-15 hrs/wk while in college, and maintained a 3.2 G.P.A
* Assisted customers with product selection and payment.
* Recognized as a key source for customer loyalty and customer service
* Part of the initial start up of the stores newest location in Pottsville, PA

**[Company];** GA/ PA Dec 2009- Aug 2011

*Cashier/ Inventory Specialist/ Special Orders Associate*

* Achieved top-notch customer service recognition
* Volunteered for cross training in different departments
* Assigned and executed special/artistic projects for in-store advertisement
* Maintained customer privacy and connection through custom and special orders

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**Trucking LLC;**  Atlanta, GA Oct 2007- April 2008

*Executive Assistant*

* ­Acted as liaison between company and clients of perishable and paper goods
* Dispatched drivers and coordinated delivery schedules
* Personal assistant to both CEO's of company
* Safety Coordinator, Human Resources, document filing and organization

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**Therapy Associates;** GA Oct 2004 -April 2006

*Office Tech*

* ­Assisted Receptionist with patient charts, billing, ICD9 code, and insurance
* Implemented medical and file organization
* Volunteered for over time and training with the Business Manager
* Attended to cleanliness of clinic

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**Military Experience And Training**

**UNITED STATES ARMY, Reserves**

­Decatur, Georgia

­Rank: E-5, Honorable Discharge

*­Aug 2001- April 2010, Chemical Specialist, Civil Affairs, Secret security clearance*

­*Deployment to Iraq- 2003-2004-* Heavy Chemical detection, convoy security

­*Platoon Sergeant* - In charge of 40-50 soldiers, responsible for $150,000 of military equipment

­Orchestrated mission capability/ response and training

HAZMAT certified