***Name***

Street Address  City, State Zip Code

(Area Code) Phone  email address

### 

### OBJECTIVE

Write a brief summary of the objective or what you intend asdasdasdadas to achieve with your resume, for example, seeking a position as a [position title] with XYZ Compa

### QUALIFICATIONS

* Associates Degree in Business Management.
* Thirteen years experience in an office environment working with MS Office Software including Word, Excel, Power Point, and Publisher.
* Strong analytical and problem-solving skills.
* Five years supervisory experience. (up to # employees)

**Professional Skills**

* Knowledgeable in office equipment such as computer, scanner, copier, fax machine, multi-line phones, comb-binding machines and label makers.
* Well-organized and efficient.
* Self-motivated, assertive and can quickly learn new procedures and methods.
* Professional demeanor.
* Dependable – can work without supervision; able to follow directions, both oral and written.
* Able to work under pressure and meet deadlines.

**Interpersonal and Teamwork Skills**

* Work well with a diverse group of people.
* Honest, friendly, excellent communication skills.
* Demonstrated accuracy, and attention to detail.
* Work well in a team environment.
* Committed to assisting others.

**Quantitative Skills**

* Collected, posted and deposited rents for properties consisting of 6 to 282 apartments.
* Posted General Ledger codes to invoices to prepare for payment.
* Maintained low operating costs, cutting expenditures where feasible.
* Reduced delinquencies through collection procedures.
* Create spreadsheets using MS Excel to track student financial records, attendance and grades.

**Computer Skills**

* Above average skills in MS Office suite including Word, Excel, Power Point, Outlook, Open Office, Thunderbird and Firefox. .
* Able to use MS Access.
* Excellent skills in preparing and maintaining spreadsheets.
* Business correspondence writing letters and memos, editing for content, spelling and grammar.
* Able to learn new software applications with ease.
* Talented in graphic art and design using MS Publisher, Print Shop, and Paint.

***Name***

Street Address  City, State Zip Code

[**(Area Code) Phone **](mailto:tina.williamson.ctr@navy.mil)email address

**EDUCATION**

**School Name City, State**

*Degree or Coursework*

* Accomplishments *YYYY*

**EMPLOYMENT**

**Company Name City, State**

*Supervisor Name*

*Position held YYYY to YYYY*

**Company Name City, State**

*Supervisor Name*

*Position held YYYY to YYYY*

**Company Name City, State**

*Supervisor Name*

*Position held YYYY to YYYY*

