

Evelyn Cordell

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Objective

To obtain a position in a progressive company where I can utilize and improve my skills and abilities while growing personally and professionally.

Skills

Proficient with Microsoft Word and Microsoft Excel
Typing speed of approximately 80 w.p.m.
Fluent in German

Experience

ADMINISTRATIVE ASSISTANT/CLIENT REPRESENTATIVE

December 2001 - June 2002

Check Printers, Incorporated

Nashville, Tennessee

Worked on two exclusive customer accounts, coordinated proofing and production process for customer's printing, assisted clients with problems and/or issues regarding accounts, used Microsoft Excel to organize and access client records.

TELLER

January 2000 - December 2001

Amsouth Bank

Nashville, Tennessee

Assisted in all aspects of bank operations, including maintenance of a cash drawer, maintenance of an Automated Teller Machine, ordering checks for bank customers, assisting customers with withdrawals and deposits, assisting corporate clients with deposits and change orders, and all other daily bank procedures.

CUSTOMER SERVICE REPRESENTATIVE

May 1999 - January 2000

Executive Inn

Louisville, Kentucky

Responsible for all aspects of customer care, including making customer reservations, checking guests in and out of rooms, assisting customers in making arrangements at local establishments.

References

Tami Busch

Aurora Loan Service

90169 Riverview Drive

Scottsbluff, NE 69361

(308) 632-4287

Linda Merritt, Client Services Manger

Check Printers, Inc.

1530 Antioch Pike

Nashville, TN 37130

(615) 277-7112

Emily Cochran, Personal Banker

Amsouth Inc.

5236 Hickory Hollow Parkway

Antioch, TN 37128

(615) 736-6134