**Angie Heninger**

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Cell:

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Executive Summary

* Administrative Assistant position that utilizes over 16 years of comprehensive experience, including a continually increasing scope of responsibility to benefit the company's growth and advancement.

Employment History

**Supporter**

BACA

January, 2011 — Present (5 years 1 month)

**Customer Service Representative**

Regal Distributing

January, 2013 — January, 2014 (1 year)

**Dispatcher**

International Express Trucking

January, 2013 — December, 2013 (12 months)

**Manager**

Humpy's Bar & Grill

January, 2012 — January, 2013 (1 year)

**Executive Assistant, Office Manager, Bookkeeper**

MOST Program

January, 1995 — January, 2012 (17 years)

**Regional Portfolio Manager**

Electronic Realty Associates

January, 1994 — January, 1995 (1 year)

**Purchasing Coordinator, Lead Accounting Clerk**

SWB Directories Publishing

January, 1988 — January, 1994 (6 years)

**Senior Customer Service Representative**

Golden Boy Pies

January, 1986 — January, 1988 (2 years)

* Technical Skills
* Microsoft Office Suite - Word, Excel, PowerPoint, Outlook, Publisher
* A+ Hardware
* A+ Operating Systems
* Windows Network Infrastructure
* Windows Active Directory Implementation
* Windows Active Directory Design
* Deploying and Managing ISA Server
* Micros e7 System
* FileMaker Pro
* QuickBooks Pro
* Quark Desktop Publishing
* SQL
* MAC OS / applications
* Photoshop
* Dreamweaver

Education

**Texas A&M University**

Horticulture Technician

* Foss Computer Training
* Microsoft Certified System Engineer Courses
* CompuMaster - Overland Park, KS
* Troubleshooting and Upgrading PC's
* Advanced Troubleshooting & Upgrading PC's
* Texas A&M University
* Horticulture Technician
* Dunn & Bradstreet - Overland Park, KS
* Billing & Receivable Training Course
* How to Manage Efficiently
* Communication and Listening Skills Training

**Texas A&M University**

Horticulture Technician

February, 2016 — February, 2016

Degree date: 2016

Licenses / Certifications

* \* Microsoft Certified System Engineer Courses

Skills / Qualifications

* ⋄ Over sixteen years management experience encompassing personnel functions, client relationships and facilities management
* ⋄ Human resource abilities include determining staffing needs, selecting, hiring, assigning and supervising staff
* ⋄ Accounting skills include preparing financial statements, budgets and projections, creating monthly budget-to-actual reports and payroll processing
* ⋄ Confidential administrative assistance to the CEO and other company representatives, including travel and meeting arrangements
* ⋄ Experienced at working on multiple projects under pressure while meeting strict deadlines and budget requirements
* ⋄ Analyzed, designed and implemented network based, real-time database tracking system that provided 24/7 access
* ⋄ Maintained and repaired workstations and managed company network
* ⋄ Advocate for children in court proceedings and meetings with legal representatives prior to court proceedings