Professional Profile

**Objective**

To obtain a professional career that will allow me to use my strong organizational skills and my ability to work well with people.

**Personal Profile**

Seeking a permanent career working in a well established agency, I am motivated and determined to train and learn more to advance to higher positions. With a strong customer service history, I will excel within a busy office and with high client interactions.

**Skills Summary**

|  |  |
| --- | --- |
| * Business Procedures * Data Entry and proper filing procedures * Demonstrated accurate accounting procedures for all money operations and banking transactions * Faxing, scanning, large print jobs | * Microsoft Office proficient – Word, Outlook, Excel * Great Customer service while multi-tasking job assignments * Accurate Records and Data Management * Typing 85 WPM |

Professional Experience

**State of Alaska – Anchorage, AK October 2013 – Present**

* **Office Assistant II**, process mail, date stamp incoming documents, check in applications, pre-screen packets, large mail out projects, review agency files, scan provider files to network, office product orders, BCU Variance notices, answer main phone, scheduling and reserving vehicles and conference rooms.

**Denali Alaskan Federal Credit Union – Anchorage, AK August 2012 – May 2013**

* **Records Management Specialist II**, scan and index member files and loan documents, ability to keep confidentiality a priority in member and employee records. OnBase, CRM, FSP, and Mobile Asset trained.

**Cook Inlet Housing Authority – Anchorage, AK February 2012 – August 2012**

* **Administrative Assistant**, customer service, data entry, inventory tracking, database entries, records management and proper filing procedures, incoming and outgoing mail, first point of contact.

**Advance Til’ Payday – Anchorage, AK – September 2007 – February 2008**

**Customer Service Representative**, customer service, cash handling, basic office procedures, data entry, records management, scanning, faxing, copy documents, bank deposits.

Education

CAREER ACADEMY – Anchorage, AK  
3.43 GPA – 42 Semester Credits, Business Office Technology, 2010

PERS – Galena, AK  
3.5 GPA – High School Diploma, 2004

References

**Deb Waits**  
Chalmers Support Services  
Heflin, AL  
(256) 748-2100 Home  
(256) 201-6450 Cell  
**Former Corporate Manager**  
WaitsD@hotmail.com

**Michele Robertson**  
Cook Inlet Housing Authority  
3510 Spenard Road, Suite 100  
Anchorage, AK 99503  
(907) 793-3022  
**Former Supervisor**  
MRobertson@cookinlethousing.org

**Linda Woods**  
Cook Inlet Housing Authority  
3510 Spenard Road, Suite 100  
Anchorage, Alaska 99503  
(907) 793-3000  
**Former Office Manager**  
LWoods@cookinlethousing.org

**Tamera Kreinhop**  
Advance Til’ Payday  
6006 Miley Drive  
Anchorage, AK 99504  
(907) 360-3527  
**Former Co-Worker**  
Tamera.Kreinhop@gmail.com

**Kim Burton**  
State of Alaska  
3601 C Street, Suite 410  
Anchorage, AK 99503  
(907) 269-3657  
**Former Co-Worker**Kimberly.Burton@alaska.gov

**Heidi Dunlap**  
NorthStar Gas  
7710 Rovenna Street  
Anchorage, AK 99518  
(907) 301-1167  
**Former Co-Worker**  
heidiandmike@alaska.net