**Molly P. Warnock**

**512-554-1004**

[**mpwarnock@gmail.com**](mailto:mpwarnock@gmail.com)

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| Personal Profile | | | | | |
|  | Professional administrative support offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds management expectations and requirements. Capable of managing multiple priorities and meeting deadlines without compromising quality while considering personal accountability and increasing business productivity. Demonstrating strong planning, organization, and communication skills. Serving as information and communication manager for office; plan, coordinate, and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by use of telephone, mail services, Web sites, and e-mail. | | | |
| Education | | | | | |
|  | UNIVERSITY OF SOUTH DAKOTA   * Bachelor of Science Degree in Elementary and Special Education   KELLER GRADUATE SCHOOL OF BUSINESS MANAGEMENT   * Graduate credits towards Masters in Business Administration – Project Management | | | | |
| Relevant Courses:   * Marketing Management * Negotiation Skills * Leadership and Organizational Behavior * International Business * Legal, Political and Ethical Dimensions of Business * Generational Issues in the Workplace * Achieving Intercultural Understanding | | | | |
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|  | Office Skills: | Office Management  Executive Support  Database Administration  Travel Coordination | Spreadsheets/Reports  Event Management  Calendaring  Front Desk Reception |  | |
|  | Computer Skills: | MS Word  MS Excel  MS PowerPoint | MS Outlook  QuickBooks  Windows |  | |
| Experience  - Ocean Properties Administration August 2009 – July 2011  - Texas Educational Solutions Administrative Assistant January 2008 – August 2009  - EXIT Exceptional Properties Administrative Assistant September 2006 – December 2007  - Hill Country Pasta House Restaurant Manager August 2004 - September 2006  - Fort Dodge School District Special Education Teacher August 2001 - August 2004 | | | | | |
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