

JEWELRY DESIGNER AND OWNER

Summary

Skillful and dedicated Executive Assistant with extensive experience in the coordination, planning and support of daily operational and administrative functions in a highly confidential environment.

Highlights

- Microsoft Office proficiency
- Proper phone etiquette
- Time management
- Flexible
- Professional and mature
- Strong problem solver
- Works well under pressure
- Social media knowledge
- Database management
- Customer service-oriented
- Meeting planning
- Travel administration
- Legal administrative support
- Self-starter

Experience

Current

Company Name City , State Jewelry Designer and Owner

- Hand crafted beaded and one-of-a-kind clay jewelry creations.
- Store presence on Etsy.com
- Business is promoted throughout various social media outlets.
- My objective is be involved in local arts and crafts shows.

September 2013

to

April 2015

Company Name City , State Logistics Service Representative

- Safely transported lab specimens, medical records, pharmaceuticals, x-rays, hospital supplies, interoffice mail, and related material.
- Operated a hand-held scanning device to accurately track items through the transportation cycle.
- Strictly observed operating policies, procedures and service schedules.
- Demonstrated safe and courteous driving behavior.
- Presented a professional image to clients and the public through appearance and interaction.
- Conducted pre/post trip vehicle inspections and maintained a clean, neat, and orderly vehicle.
- Provided highest level of customer service.

April 2009

to

August 2013

Company Name City , State Courier/Driver

- PRIME INC: Over the road team truck driver; refrigerated division transporting goods throughout the US and Canada Courier of expedited small package delivery throughout Ohio and surrounding states.
- EXPRESS-1: Over the road team truck driver; box truck division transporting goods throughout the US and Canada.

October 2002

to

November 2008

Company Name City , State Legal Administrative Assistant

- Assistant to the Executive Vice President and General Counsel of a commercial real estate developer.
- Provided additional support to the Senior Vice President of Asset Management and the Human Resources Director.
- My primary responsibilities included, but were not limited to: Typing correspondence and legal documents; Transcription; Creating AIA (American Institute of Architects) documents; Maintaining executives' calendars; Scheduling appointments, meetings, travel arrangements; Maintaining legal filing system, confidential employee files and managed employee time off records; Maintaining records management for on-site and off-site document storage; Preparing expense reports; Maintaining confidential legal binders and closing bibles; Screening, handling and forwarding incoming calls; Acting as back up assistant to the Chairman & CEO of the company; Responsible for purchasing the office supplies, office equipment, stationery, business cards and other miscellaneous supplies; Preparing accounting budget reports on all purchased products and performing tasks in an extremely confidential, timely, accurate and efficient manner.

November 2001

to

September 2002

Company Name City , State Customer Service Representative

- Inbound member services call center.

- My primary responsibilities included helping members understand their prescription drug benefits and processing home delivery service prescription orders for members via telephony computer system

March 1997

to

April 2000

Company Name City , State Realtor Associate

• Listed and sold properties both residential and commercial. My responsibilities included: Promotions and advertising; Working closely with mortgage companies, home inspectors, buyers, sellers and attorneys and general administrative duties

October 1994

to

March 1997

Company Name City , State Sales Support Coordinator

- Coordinated Shipments for Trades Shows, Electronics, Special Commodities and Household Goods.
- Primary responsibilities included: Extensive customer contact; Entering and processing orders; Handling support for sales force and assisting with advertising campaigns.

April 1991

to

October 1994

Company Name City , State Leasing Professional

- 380+ Unit Property; Received rents; Data entry of monthly rental information in computer system (PropertyPlus software program); Pursued collection of delinquent rents; Liaison for financial assistance for tenants that were in need of assistance; Updated renewal records three months prior to lease expiration; Handled security deposits and withdrawals; rent adjustments; Delinquency and credit balance reports; Processed applications for approval through district office; showed available units to prospects; prepared maintenance work orders and all administrative duties.

February 1989

to

April 1991

Company Name City , State Subsidy Administrator/Leasing Professional

- The Plaza Apartments is a 520 unit, two building high-rise property for the elderly, handicapped, and disabled.
- My primary responsibilities were to establish rents for the tenants based on income, assets and medical expenses, based on HUD regulations.
- I reviewed, verified, re-certified and notified tenant and HUD of rents and subsidy amounts approved by the Federal Government.
- Other responsibilities included preparing service orders, working with security, move-in inspections and bi-annual inspections of units to coincide with order of the Fire Marshall.
- General office duties which included purchasing of office supplies.

Education

1973

Gates Chili HS City , State High School Diploma

Skills

Account receivables and payables, administrative duties, AIA billing, scheduling appointments, customer service, data entry, expense reports, filing, general office duties, real estate legal documents, office equipment, purchasing, scanning, telephony, transcription, travel arrangements, typing 50-60 wpm, managing executive calendar, Internet and social media proficient