

OBJECTIVE: An administrative assistant position contributing my skills in customer service and office administration for the overall success and growth of the company.

HIGHLIGHTS OF QUALIFICATIONS:

- ♦ Highly ethical in all business pursuits
- ♦ Team orientated, works effectively with a wide range of personalities.
- ♦ Strong organizational and planning skills
- ♦ Highly reliable self starter, can be counted on to complete assignments without supervision
- ♦ 60+ WPM
- ♦ Skilled in computer building, repair and maintenance
- ♦ Efficient in Quickbooks, Word, Excel, PowerPoint, Publisher, and Outlook

PROFESSIONAL EXPERIENCE:

Metro Alliance Community Church

Denver, CO

Office Manager/Bookkeeper

09/2005 to Present

- ♦ Performed administrative functions including but not limited to email and calendar, word processing, spreadsheet, database data entry, printing, phones, correspondence, meetings, travel, organizing and filing.
- ♦ Evaluated, planned and implemented improvements in systems to enhance overall organization of office setting.
- ♦ Served as backup in various pastoral functions as needed including organization of youth events, treasury responsibilities, and housekeeping responsibilities.
- ♦ Responsible for maintaining financial records and accounts receivable and payable.
- ♦ Responsible for the supervision and overall maintenance of the food bank.

DataPress Inc.

Norfolk, VA

Electronics Technician

05/2005 to 09/2005

- ♦ Laid out, built, tested, and repaired computer systems and electronic systems.
- ♦ Devised test equipment and circuitry to conduct functional, operational, environmental and life tests to evaluate performance and reliability of prototype and production model.
- ♦ Drew sketches to clarify design details and functional criteria of electronic units.

U.S. Navy

Virginia Beach, VA

Aviation Electronics Technician (Petty Officer Third Class) 2002 to 2005

- ◇ Used troubleshooting techniques and equipment to diagnose and repair various aircraft electronic components on land and at sea.
- ◇ Trained and supervised junior technicians and new personnel on standard protocol procedures.
- ◇ Supervised projects in the work force center

EDUCATION:

Saint Thomas University Saint Thomas, MN
BA in Business Administration with an emphasis in Management 2008

Naval Air Technical School and Navy Aviation Electronics Technician School Pensacola, FL
2002

VOLUNTEER EXPERIENCE:

Youth Leader, Aurora, CO October 2005-Present

- ◇ Mentored high school and middle school students individually and in a group setting to build up self esteem and personal identity.
- ◇ Organized and facilitated various events and trips in collaboration with other staff members.

Youth Leader, Virginia Beach, VA December 2003-August 2005

- ◇ Mentored high school and middle school students individually and in a group setting to build up self esteem and personal identity
- ◇ Organized and facilitated events and trips in collaboration with other staff members.

REFERENCES: Available upon request