

# Amber Admin

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## PROFILE

Professional with 4 years of administrative office assistance experience. Expertise in payroll and accounts payable/receivable for small businesses. Experienced in providing quality customer service and resolving customer complaints. Proficient at business writing, including: office memos, business e-mails, external correspondence, newsletters and contracts. Ability to plan and implement company events.

## EXPERIENCE

### Work Study

May 2010 – Present

Canyon College Student Affairs – Albuquerque, NM

- Assist with tabulating surveys and creating data spreadsheets
- Compose all meeting minutes for staff and student meetings
- Create informative flyers and posters for student announcements
- Proofread and edit student newsletter

### Administrative Assistant

January 2008 – February 2010

Razzle Dazzle – McCall, ID

- Managed accounts receivable and accounts payable for retail store
- Designed and submitted weekly print ads for local newspaper
- Conducted employee payroll
- Participated with McCall Chamber of Commerce meetings and events

## EDUCATION

### AS Administrative Office Assistance

Canyon College

Expected Completion: May 2014

Cumulative GPA: 3.8

## COMPUTER SKILLS

**Proficient at:** Quick Books, Access, Excel, Word, PowerPoint, Outlook and Photoshop

## HONORS

### President's Honor Roll

Canyon College

May 2011 and 2012