

Shelly Warren

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SUMMARY STATEMENT

My former office and health care experience, combined with my recently earned certificate in an Administrative Assistant program, qualifies me for the administrative assistant position that I am seeking.

SKILLS

- MS Word 2007
- MS Excel 2007
- MS Publisher 2007
- QuickBooks
- Dragon Naturally Speaking
- Access 2007
- Outlook 2007
- Office Machines
- Machine Transcription
- Proofreading
- 10-Key Calculator
- Customer Service
- Filing
- Mail Processing
- Business Writing

EXPERIENCE

IMPACT, INC.

Leesburg, Florida

May 2009-Present

Administrative Assistant

Developed new sales schedule that increased time for customer visits for sales staff; created first newsletter for company; organized filing system for increased efficiency

- * Answering telephones and delivering mail
- * Maintaining files
- * Maintaining daily tracking log
- * Assisting in the coordination of off-site meetings for staff
- * Completing other duties as assigned

DAISY CARE

Summerfield, FL

March 2007 – April 2009

Caregiver

Provided routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients

- * Cooking
- * Housework
- * Grocery Shopping
- * Personal care giving
- * Providing transportation

EDUCATION AND TRAINING

August 2012-June 2013 | Lake Technical Center, Eustis, FL | Administrative Assistant Certificate

SPECIAL ACHIEVEMENTS

- Florida Ready to Work Certificates *May 2012*
- Student of the Month, Lake Tech Center *April 2012*
- Microsoft Office Specialist Certificate *June 2012*
- National Technical Honor Society *2011-2012*