

Abby McDonald
1664 Shell Street
El Cajon, CA 92020

(619) 234-5678

Administrative Assistant

Nine years of professional experience in Office Management and Administrative positions. Organized, efficient and precise with strong communication and liaison skills. Able to coordinate multiple projects simultaneously and meet deadlines under pressure. Outstanding record of flexibility and adaptability to any assignment. Member in good standing with the National Association of Executive Secretaries and Administrative Assistants.

- Skilled in MS Word, EXCEL, PowerPoint
- Mastery of office skills with attention to detail
- Unique problem resolution and time management experience
- Typing: 75 WPM, proficient with computer graphics and desktop publishing
- Knowledge of communication systems including remote dictation, fax access, and data port access for download
- Understand different cultures and practices of diverse workforce

WORK EXPERIENCE:

Secretary

- ❖ JOHNSON'S WATER PURIFICATION SYSTEMS, JAMUL, CA 1998 to Present
 - Composed correspondence and scheduled appointments
 - Conduct annual customer satisfaction survey and compile data
 - Re-organized office files to improve office efficiency
 - Transcribe minutes for Executive Board meetings
 - Responsible for coordinating office travel and special events
 - Supervise temporary workers

Receptionist

- ❖ BILL JONES AUTOMOTIVE REPAIR, SAN DIEGO, CA 1997-1998
 - Responsible for multiple phone lines
 - Cash handling – processed customer payments
 - Typed office correspondence
 - Maintained file system and customer database

Part-Time Clerk

- ❖ QUALITY DAIRY, DALLAS, TX 1996 – 1997
 - Stocked shelves
 - Conducted inventory
 - Assisted customers
 - Provided milk deliveries

EDUCATION:

A.S. BUSINESS OFFICE TECHNOLOGY - 2003
(Administrative Assistant Emphasis)
Grossmont College, El Cajon, CA

AFFILIATIONS:

Nat'l Association of Exec. Secretaries and Admin. Assistants, 2004 to present