

KIMI R. OKASAKI

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520-555-0136

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OBJECTIVE

Administrative Assistant for MegaMail Property Management Company

RELATED QUALIFICATIONS

- Word processing in Word and WordPerfect
- Spreadsheet generation with Excel and Quattro Pro
- Database design and maintenance using Access
- Keyboarding at 75 words per minute
- Presentation preparation using PowerPoint
- Strong proofreading and editing skills
- Bookkeeping using QuickBooks Pro
- Proven ability to work with managers, delivery companies, and community organizations

EDUCATION

Associate of Applied Science, Westfield Community College, Tucson, AZ

2018

Major: Administrative Office Technology, GPA 3.6

EXPERIENCE

Community Volunteer, Tucson, AZ

December 2014–2017

- Humane Society: Using Excel, developed and customized spreadsheet report to track results of three fund-raising activities, reducing reporting time by 50 percent.
- Valley Elementary School Parent-Teacher Organization, Secretary-Treasurer: Using Word and QuickBooks Pro, published electronic newsletters, answered e-mail, maintained correspondence, maintained books for two years, and satisfied yearly CPA audits.
- Meals On Wheels: Using Access, designed and maintained information database to enable Meals On Wheels to study the participation of 1,200 people.

Katz Department Store, Tucson, AZ

March 2012–December 2013

Sales Supervisor, Part-Time: Supervised four salesclerks; trained new sales employees. Computed daily cash receipts, balanced two registers, attained highest part-time sales volume, and had fewest sales returned.

Value Variety, Tucson, AZ

Summers 2010, 2011

Salesclerk, Floater: Provided complete customer service in sales and returns. Coordinated weekly inventory deliveries.