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| Objectives |
| Self-directed, resourceful and passionate administrative professional looking for a challenging position as an **Administrative Assistant** with hopes of bringing strong clerical and communication skills aiming to provide effective support to the office. |
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| Experience |
| Date of Employment : 2013 |
| Walmart Neighborhood Market  |
| San Diego, CA |
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| Customer Service Specialist/Quality Assurance |
| * Issue receipts, refunds, credits, or change due to customers.
* Assist clients by providing information and resolving their complaints.
* Greet clients entering establishments.
* Enter client’s transactions into computers to record transactions and issue computer-generated receipts.
* Balance currency, coin, and checks in cash drawers at ends of shifts and calculate daily transactions, using computers, calculators, or adding machines.
* Examine checks for endorsements and to verify other information, such as dates, bank names, identification of the persons receiving payments, and the legality of the documents.
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| **Experience** |
|  2007-2010  |
|  United States Navy  |
|  San Diego, CA |
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| Administrative Hospital Liaison  |
| * Operate medical facility telephone switchboard to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
* Greet persons entering naval medical facility, determine nature and purpose of visit, and direct or escort them to specific destinations.
* Schedule appointments and maintain and update appointment calendars.
* Hear and resolve complaints from customers or the public.
* File and maintain records.
* Prepare and review operational reports and schedules to ensure accuracy and efficiency.
* Set goals and deadlines for the department.
* Acquire, distribute and store supplies.
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| Experience |
| 2002-2007  |
| United States Navy  |
| San Diego, CA |
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| Logistic Administrative Assistant |
| * Operate computers programmed with software to record, store and analyze information.
* Mark stock items using identification tags, stamps, electric marking tools, or other label equipment.
* Keep records of use and/or damage of stock or stock handling equipment.
* Record information such as computer operating time, problems that occurred and actions taken.
* Receive, separate and sort program output as needed.
* Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, and accounts payable and receivable.
* Oversee the operation of computer hardware systems including the coordination of scheduling use of computer terminals and networks to ensure efficient use.
* Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
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| Professional Education |
| 2008-2009  |
| Department of Defense Records Operations Management San Diego, CA |
| Certificate |
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| Academic Education |
| 2014- Present **(Degree in Progress)** |
| Argosy University San Diego, CA |
| References References are available on requests |