|  |
| --- |
| 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. |
|  |
| Experience |
| Date of Employment : 2013 |
| Walmart Neighborhood Market |
| San Diego, CA |
|  |
| 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. |
| **Experience** |
| 2007-2010 |
| United States Navy |
| San Diego, CA |
|  |
| 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. |
|  |
| Experience |
| 2002-2007 |
| United States Navy |
| San Diego, CA |
|  |
| 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. |
|  |
| Professional Education |
| 2008-2009 |
| Department of Defense Records Operations Management San Diego, CA |
| Certificate |
|  |
| Academic Education |
| 2014- Present **(Degree in Progress)** |
| Argosy University San Diego, CA |
| References  References are available on requests |