

**Candidate**  
123 Main St.  
Anywhere, Texas 78123  
512-555-5555  
emailaddress

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**Qualifications:**

- Seven years office administration experience
- Excellent communication and organizational skills
- Dependable and productive worker
- Detail oriented and creative
- Motivated, self-starter with positive attitude

**Work Experience:**

**Company** - Austin, Texas 11/01 – Present  
*Accounts Payable Processor*

- Process up to 700 invoices a week on Airs Lotus Notes to be approved by requestor
- Sort invoices for indirect, facilities, spares, and utilities for processing
- Train contractors on problem resolution procedures
- Help resolve problem invoices by working with vendors and/or requestors

**Company** – Austin, Texas 02/99 – 08/00  
*Office Manager*

- Assisted CFO and Executives with administrative support
- Organized and Scheduled meetings for executives
- Made sure the entire office ran smoothly
- Answered phones/greeted guests and customers
- Supported accounting with accounts payable/accounts receivable
- Ordered supplies on a timely manner and at an economical price
- Handled travel arrangements for executives and customers
- Issued purchase orders for Dallas and local office
- Organized company projects and events

**Company** – Austin, Texas 01/97 – 02/99  
*Customer Visit Center Coordinator (07/98 – 02/99)*

- Process customer visit center request forms from field sales force
- Schedule customer visits and speakers for presentations
- Book hotel reservations, and travel arrangements
- Manage and stock company give-aways
- Prepare AV, conference room and demo room
- Act as a host and ambassador for all visitors
- Coordinate international and domestic distribution of sales videos
- Manage and put together sales kits

*Receptionist (01/97 – 05/98)*

- Provided reception coverage for front desk and switchboard
- Maintained and distributed internal phone directory
- Logged and distributed airline tickets
- Scheduled interview rooms and front conference rooms
- Ordered and stocked office supplies
- Scheduled and provided enrollment assistance for training

**Company** – Corpus Christi, Texas

10/95 – 12/96

***Administrative Assistant***

- Prepared month-end reports and job costing, including expense report preparation and invoicing
- Assisted Project Coordinator in preparing press packets for events
- Maintained a portfolio of current and past events
- Inventoried, maintained, and organized supply closet
- Handled all incoming and outgoing mail (up to 500 pieces per day)

**Education:**

Texas A&M University – Corpus Christi, Texas

**Bachelor of Science** in Education, December 1998

**Computer Skills:**

PC proficient, Windows 95, MS Word, Excel, QuickBooks, Database management, Lotus Notes, and SAP

**References:**

Available upon request