

**Name**  
**Address**  
**City, State, Zip Code**  
**Phone Number**

**OBJECTIVE:**

To obtain office administrative or related position utilizing my clerical skills and computer education with expectations of promotions within your organization.

**SKILLS:**

Typing	10 Key	Data Entry	Bookkeeping
Accounts Payable	Microsoft Word	Quick Books	Multi Line Phones
Excel	Filing	Power Point	Accounts Receivable

**EXPERIENCE:**

**2010 – Present**                      **Administrative Assnt.**                      **Employment Solutions**

Handled all of the payroll, accounts payable and receivable.

**2008 – 2010**                      **Office Administrative Assistant**                      **AR State Highway Dept.**

Worked in Human Resources Dept. dealing with confidential material such as personnel record, time cards and salary information. Processed and posted current job advertisements and did correspondence and handled phone call generated by the public.

**2006-2008**                      **Permit Technician**                      **AR State Highway Dept.**

Responsible for all permits and oversize and overweight loads within the state and routed the correct travel destination. Keyed import/export permits and handled the CB radio.

**EDUCATION:**

Graduated from Bryant High School May 2006

Successfully completed the following computer courses at UALR:

- Introduction to Microsoft Word for Windows
- Introduction to Excel for Windows 5.0
- Advanced Microsoft Excel for Windows