

Anna M. Jones

anna18jones@att.net

Objective

To obtain a position as an Executive Secretary or Administrative Assistant

Summary of Qualifications

- Extensive experience in a business office environment
- Proven ability to post documents correctly, with mathematical accuracy and proper coding
- Excellent customer service and interpersonal skills, ensuring a sense of respect, satisfaction and value
- Able to Reconcile numerous schedules, including Accounts payable and Accounts receivables
- Experience processing payroll for over 30 employees

Professional Skills

Office / Clerical Skills

- Efficient keyboarding skills: 56 wpm at 100% accuracy
- Formally trained in Microsoft Office, Windows and QuickBooks
- Excellent time management and organization skills, able to make priority decisions without affecting overall operations
- Highly adaptable employee, able to work independently with minimal direction, or effectively as a team player
- General knowledge of office equipment, procedures and policies
- Able to create progress reports and charts for management review

Customer Service Skills

- Courteous and professional telephoning skills, able to handle multi-line phone system effectively
- Experienced supervising a group of up to 15 employees, providing guidance and feedback on productivity and efficiency
- Capable of managing day-to-day operations of a business office

Bookkeeping / Payroll Skills

- Extensive experience processing accounts payable and accounts receivables (A/P and A/R)
- Experience processing payroll for 30 employees, paying quarterly payroll taxes and preparing docs for tax annual returns
- Able to conduct audits and provide monthly reports to management staff

Employment History

Feb 2003 – Feb 2008	Warranty Administrator	<i>Woodland Motors</i> – Woodland, CA
Jan 1998 – Feb 2003	Warranty Administrator	<i>Jamison Auto Center</i> – Woodland, CA
Oct 1988 – Jan 1998	Bookkeeper / Warranty Clerk	<i>Lasber Auto Center</i> – Woodland, CA

Education / Certificates

Medical Billing & Coding, Med. Admin. Assistant (In Progress) – *OSC Computer Training* – Sacramento, CA

General Education Courses – *Woodland Community College* – Woodland, CA

(Frequent skills-enhancement courses, including: Accounting, QuickBooks, Microsoft Office)