

Debra Creedon

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Objective

Seeking a full-time administrative assistant or office assistant position with increasing responsibilities

Professional Skills

Computer Skills

- Formally trained in, and efficient with Microsoft Office 2003 (Word, Excel, PowerPoint, Outlook)
- Efficient Keyboarding skills: 62 wpm @ 98% accuracy and 10-key data entry: 6819 kph
- Experience transcribing dictated letters and reports from rough draft copy while exercising proofreading skills
- Excellent writing skills, able to type business letter, reports, and various manuscripts and tables
- Knowledgeable of medical records, transcription, and terminology
- Also experienced with Microsoft Office XP/2000, Windows 98 Environment, Invision, GroupWise, Outlook, FAPS/FACS, Ontario, CMS/CWS and JAS Software.

Office, Clerical and Organizational Skills

- Compiling and ordering inventory/supplies
- Filing documents alphanumerically, terminal digitally, and geographically
- Checking, sorting, and verifying sales slips
- Handling all phases of incoming and outgoing mail process
- Ability to work independently, accurately, and with attention to detail

Communication Skills

- Knowledgeable of Modern English used to write business letters
- Answering and directing calls for multi-line phone system
- Directing and assisting visitors at front desk and solving problems as necessary
- Working knowledge of ROLM-SIEMANS and MERIDAN Phone Systems
- Maintained strict confidentiality

Employment History

Nov 2008	Election Office Assistant	<i>Sacramento County, Sacramento, CA</i>
2002-2008	Home Healthcare Provider	<i>Private, In-Home Healthcare, Rancho Cordova, CA</i>
2001-2002	Data Entry Specialist	<i>American Wireless, Sacramento, CA</i>
2000	Receptionist	<i>Superior National, Rancho Cordova, CA</i>
1998	Office Assistant/Extern	<i>UCDMC Heart Center, Sacramento, CA</i>
1998	Receptionist/Intern	<i>UCC Lincoln Training Center, Sacramento, CA</i>
1997	Receptionist	<i>Money Store, Sacramento, CA</i>

Education / Certificates

Dec 2008	Administrative Assistant	<i>Occupational Skills Center, Sacramento, CA</i>
Jul 2008	Medical Office Technician	<i>UCC Lincoln Training Center, Sacramento, CA</i>