

Charlene Smith
555 5th Street
St. louis, IL 12345
H: 123-456-7890 C: 123-789-4561
Email: hireme@gmail.com
Soc sec # 245-85-8842

Objective:

To obtain a high paying position that has flezible hours so I can stay at home with my kids and offers at least 4 weeks paid vacation.

Experience:

Office Manager, January 1991 – Present.
ABC Electric, St Louis, Mo

- I reported to the President and was responsible for the day-to-day operations of the company
- I helped customers and various contractors to schedule different jobs as well as to understand and resolve different problems
- I assign work to our field personnel such as electricians, installers, foremen, pipe fitters and electricians
- I track the progress and costs of all the projects, which take place in 8 different states
- I used Peachtree almost everyday for billing of jobs in our different divisions, posting payments and receipts, and for processing payroll on a monthly basis
- I write proposals for upcoming electrical projects and send them to the potential client
- I often compose bid-letters to create new business
- I set up company meetings to inform staff of changes to benefits or other areas
- I write memos and answer any incoming calls

Intern, September 1990 – December 1990
XXY Financial, St. Louis, MO

- I answered all incoming calls and provided assistance to staff members
- I also greet all clients upon their arrival to the office and give them a brief tour
- I supported all large meetings and conferences by making sure all need materials and facilities were in place

Education:

Diploma in Office Administration, Best College of Administration and Technology, Springfield, iL, 1990

High School Diploma, Thomas Edison High School, Springfield, IL, 1986

Skills:

MS Excel, MS Word, Peachtree, Scanner, Fax machine, Email, photocopier, coffee maker, hard worker, puntual, good with people

Memberships:

Chamber of Commerce

References:

Supplied upon request