

(Combination Resume)

Judy Jones
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Cottonwood, AZ 86326
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OBJECTIVE: A position in Office Administration that will utilize my skills and abilities.

SUMMARY: Nine years of clerical and office administration experience updated by studies in office administration and secretarial science.

EDUCATION:

Associated of Applied Science in Office Administration,
Yavapai College, Clarkdale, Arizona, May 1994

RELEVANT EXPERIENCE AND SKILLS:

Office Administration

- Managed eight person office; supervised and trained staff.
- Developed office procedures and accompanying desk manual.
- Initiate and implemented new filing system which saved an average of three hours of work a week.
- Developed hiring procedures, interviewed applicants, and made hiring decisions.
- Arranged hotel and travel accommodations for chief executive officer.

Production

- Demonstrate ability to type 65 words per minute
- Generated business correspondence using Windows 98 and Microsoft Word
- Used Excel spreadsheets for numerical tracking.
- Performed accounting tasks with QuickBooks software.
- Used Adobe PageMaker to create company advertisements.

Bookkeeping

- Recommended, and received approval to install new bookkeeping software.
- Used this software to reduce bookkeeping time by 8 hours per month and reduce errors by 5%.

Employment:

Smith Corporation, Clarkdale, AZ 1996 to present
Business Manager
Manage office of eight. Provide support to CEO.

New Horizons Real Estate, Cottonwood, AZ 1994 to 1996
Administrative Assistant
Provided support to 12 realtors.