

NANCY ROSE

4589 Mine Road • San Francisco, CA 95876

(415) 555-2198

Objective: An Administrative Assistant position

Highlights:

- Extensive PC experience.
- Proficient in all facets of Office Administration.
- Effective interaction with customers, vendors and all levels of management.
- Expertise in interviewing and training.
- Ten years experience as a senior level secretary.

Qualifications: Technical/PC

- MS Word for Windows, MS Word, WordPerfect, MultiMate, DisplayWrite IV and Wang Word Processors.
- Lotus 123, Microsoft Excel.
- dBASE III, Act, Paradox.
- Microsoft Windows, networks, DOS, PC maintenance and backup.

Executive/Secretarial

- Extensive experience arranging domestic and international travel.
- Correspondence, office maintenance, supplies, mail, switchboard, filing, proposals, and marketing mailings.
- Coordinate meetings, seminars, prepare board-member packets and social functions.

Customer Support/Sales

- Respond to customer inquiries by phone and in-person.
- Maintain sales and customer database.
- Prepare various reports and sales forecasts.
- Mail out literature requests.

Employment: **FineArt Corporation**
Administrative Assistant

San Jose, CA
1991 to Present

The Bent Company
Administrative Assistant

San Ramon, CA
1991

Sunny River International
Sales Coordinator

Richmond, CA
1987 to 1990

Vulcan Property Management
Assistant Manager/Leasing Consultant

Pleasanton, CA
1986 to 1987

Education:

Los Angeles Industrial College
Secretarial/Business Administration

Van Nuys, CA

Kingsley College of Business
Secretarial/Medical Terminology

Van Nuys, CA