

Rose P. Anderson

7263 Birch Street • Phoenix, Arizona 85002

602-555-4176

Objective: Administrative Assistant

Experience:

University of Phoenix Continuing Education Phoenix, Arizona
Independent Study Office Coordinator 1992 to Present

- Managed administrative aspects of the independent study program.
- Prepared financial documents in support of independent study program.
- Maintained inventory of material for courses.
- Responded to written and telephone requests for information.
- Maintained all office files.

University of Phoenix Political Science Department Phoenix, Arizona
Administrative Assistant 1990 to 1992

- Directed staff personnel.
- Assisted department chair in administrative and budgetary matters.
- Prepared financial documents in support of department operations.
- Processed payroll documents for faculty and staff.
- Supervised maintenance of inventory.
- Supervised secretarial staff, work-study students and graduate students.

University of Phoenix Political Science Department Phoenix, Arizona
Staff Secretary 1987 to 1990

- Provided primary secretarial support for faculty.
- Typed examinations, manuscripts, book reviews and grant proposals.
- Answered telephone calls, directing them to appropriate parties.

Phoenix Community College Financial Aid Office Phoenix, Arizona
Receptionist & Clerk Typist 1985 to 1987

- Greeted students and visitors at front counter.
- Assisted students in completing financial aid applications.
- Distributed financial aid checks.
- Assisted administrative assistant in her duties.

Education:

Phoenix Community College Phoenix, Arizona
Associate of Science in Office Administration 1987

References: Available upon request