

MARY JONES
123 Any Street
Any City, State 55555

(213) 555-1234
Cellular/Messages: (213) 777-5678
e-mail: MaryJones@earthlink.net

A versatile administrative assistant with more than ten years of diverse experience in working with distribution and retail sales for a specialty steel distributor and a leading franchise as part of a world-class department store.

Expertise includes outstanding skills in MS Office, Outlook, ADP, ten-key pad, typing and office administration.

EXPERIENCE

The ABC Supply Company, Los Angeles, California

2005-Present

Receptionist/Scanning and Indexing Clerk/Sales Assistant/Sales

Process more than \$25,000 in online orders for a privately held distributor of copper, aluminum, steel, and brass sheets and bars to contractors, construction companies, resellers, government, architects and the general public through four centers located in Torrance, Glendale, Santa Monica, Downey and Redondo Beach.

- As receptionist, answer more than 450 phone calls daily.
- Sort and distribute all incoming and outgoing mail.
- Greet and announce customer visits, and participate in the company's motivation work program.
- File purchase orders and material test reports. Distribute test reports and invoices to customers upon request.
- Scan and indexed more than 600 orders daily.
- Run credit card payments for customer orders as well as reconcile orders and payments.
- Enter orders for ten sales representatives and processed phone orders.
- Help cross-train key employees.

XYZ Loans, Hawthorne, California

2002-2005

Data Entry Clerk

Processed 650 documents in three databases for the largest home mortgage company in the United States of America.

Republic Department Store, Torrance, California

1998-2002

Club Brand Specialist

Managed inventory levels for the Club Brand Men's Department in the Torrance store and created special presentations of new merchandise.

EDUCATION

El Camino College, Torrance, California

Child care development courses

North High School, Torrance, California

Academic Diploma

Languages: Bilingual in English and Spanish