

Clarice Clerical

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SUMMARY OF QUALIFICATIONS

- Proficient in Microsoft Office Suite, including: Word, Excel, Outlook, PowerPoint, Publisher, OneNote and Access
- Developed interpersonal skills, having dealt with a diversity of professionals, clients, and staff members
- Self-motivated; able to implement decisions and set effective priorities to achieve long term goals
- Able to handle several projects simultaneously
- File records using major systems of filing classifications

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

- Office Professional, *Technical Diploma* May 2018
- Business Software Essentials, *Certificate* May 2017

EXPERIENCE

Administrative Assistant, Intern

January 2017 – Present

ABC Company, Green Bay, WI

- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail
- Compile, copy, sort, and file records of office activities and business transactions
- Answer telephones, direct calls, and take messages
- Compute, record, and proof read data and other information, such as records or reports
- Type, format, proofread, and edit correspondence and other documents, from notes and/or dictating machine

Receptionist

June 2013 – December 2016

123 Dance Studios, Green Bay, WI

- Answered telephones, directed calls, and took messages
- Scheduled classes and tracked attendance
- Published monthly newsletter and special event flyers
- Sent out reminder cards for unpaid fees

COMMUNITY INVOLVEMENT

Greater Green Bay Habitat for Humanity, Green Bay, WI

April 2018 – June 2018

- Register volunteers and support them throughout the day

Cellcom Green Bay Marathon, Green Bay, WI

2016 – 2018

- Water Station Captain