

RITA KIEN

ADMINISTRATIVE ASSISTANT

- Broad-based qualifications in administrative, billing and business support functions. Reliable and dedicated. Honor confidential nature of information.
- Work efficiently and effectively as self-starter in busy environment handling many tasks simultaneously. Initiate action and follow through to conclusion of any commitment. Capably learn new skills.
- Exceptional organizational skills; work effectively under pressure and stress. Prioritize workload and multi-task. Conscious of deadlines; possess a good sense of urgency.
- Creative problem-solver. Identify problems/needs and initiate logical, effective solutions. Consider whole problem and focus on real impact of decisions and actions.
- Dynamic communication/interpersonal skills. Interact positively with a wide range of people; readily convey sense of trust.
- Thrive in a team environment as either team player or leader. As group leader, use people skills to build group involvement, increase participation from group and facilitate agreement.
- Computer proficiency on Windows platform includes QuickBooks and MS Office applications (Word, Excel, Outlook).

PROFESSIONAL EMPLOYMENT

GROUP SUPERVISOR

Tender Care Learning Center, Hermitage, Pennsylvania 2003 to Present

- Work with children ages six weeks to five years. Create and follow structured curriculum.

SECRETARY

Collins Construction, Sharpsville, Pennsylvania 1996 to Present

- Perform general office tasks. Courteously answer telephone, take messages, greet customers, place orders for office and construction supplies, create invoices, keep records up-to-date, generate payroll checks, schedule workers and perform basic accounting.

CHILDCARE PROVIDER

Patty's Daycare, Sharpsville, Pennsylvania 1999 to 2001

- Operated childcare program for infants through 12-year olds. Created daily program of activities; prepared nutritious lunches. Completed payroll and tax documents.

EDUCATION

Graduate, Sharon High School - Sharon, Pennsylvania