***CONTACT DETAILS***

1737 Marshville Road,

Alabama

(123)-456-7899

info@website.com

**www.website.com**

***SKILLS***

Bluemoon Software, Fluent in Haitian Creole/Kryol, MS Office Suite, Typing 40 Wpm, Office Managment, Time Managment, And Administration.

***LANGUAGES***

English (Native) French (Professional) Spanish (Professional)

***INTERESTS***

Climbing Snowboarding Cooking Reading

***REFERENCES***

Reference – 1 (Company Name)

Reference – 2 (Company Name)

Robert Smith

***Office Admin***

# PERSONAL STATEMENT

2 years of experience as an Office Admin. A self-motivated and dedicated learner with an established and recognized skill set in oral and written communication. Strong interpersonal skills and administrative skills.

# WORK EXPERIENCE

## Office Admin

### Leasing - July 2013 – September 2014

*Responsibilities:*

* Responsible for proofreading, editing, and completing contracts utilizing Bluemoon software for each applicant.
* Responsible for daily updating, proofreading, and editing of advertisements using Microsoft word and craigslist.
* Responsible for weekly downloading, updating, and uploading of marketing data utilizing excel spreadsheets.
* Scheduled and followed up daily with prospective clients including phone and email reminders for apartment showings.
* Targeted qualified prospects and utilized background checking software.
* Assisted Haitian applicants incomprehension of leasing process- from initial inquiry through contract signing.
* Proficiently use an ERP system to create and post journal entries, process invoices and run accounts receivable aging reports.

## Part-Time Sales Associate

### Hallandale Beach, Fl - June 2012 – July 2013

*Responsibilities:*

* Increase sales by an average of 10-20% compared to previous year sales.
* Depended on by leadership to mentor co-workers, assist customers, and answer telephones in a fast-paced environment.
* Recognized for award-winning customer service and interpersonal skills.
* Operated cashier stand to help customers efficiently and processed coupons and reward cards to benefit customers when appropriate
* Maintained a clean department by straightening hangers and placing appropriate items in specific departments for a neat and welcoming customer environment.
* Achieved great success with meeting sales goals for sales of reward cards.
* Demonstrated customer service skills by greeting each customer that entered the department and directed customers to departments that met their needs.

**Education**

B.A. in History - 2002 to 2007(University Of South Florida - Tampa, FL )