

# NAME

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## SUMMARY OF QUALIFICATIONS

Highly organized, very detail oriented with an exceptional record of accurately handling all the day to day operations of an office structure.

- Expert communication skills; tactful handling of sensitive confidential issues.
- Proficiency in managing accounts receivable, accounts payable and payroll to include client billing and collection.
- Developed and implemented procedures to facilitate client billing and collection process that resulted in a average monthly collection of 90%.
- Maintained excellent customer relations and developed customer rapport.
- Excellent computer skills; proficient with Microsoft office Suite to include Excel, Word, Outlook, Tussman Professional Time and Billing Program, and QuickBooks.
- Reputation for dependability, honesty, dedication and enthusiasm.

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## EDUCATION

Riverside Community College – Riverside, California  
Emphasis Accounting

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## PROFESSIONAL EXPERIENCE

**Oasis Outsourcing – San Diego, California** 11/2009 – 03/2012

Administrative Assistant/Resident Coordinator

Employed through Oasis Outsourcing at DeAnza OB/GYN handling all administrative work and also working as a resident coordinator ensuring that all files were in compliance with state and federal regulations along with licensing verifications. Also worked in the capacity of a backup to the Accountant.

**Law Office of Frank Delaney – Riverside, California** 1/2008-11/2009

Administrative Assistant

Responsible for word processing and administrative work for a corporate and real estate law professional. Worked with clients to insure accuracy of documentation and confidentiality. Responsible for firms' billing using the Tussman Billing software.

**Dekker Ltd –Ontario, California**

1/2006—7/2007

Administrative Assistant

Dekker, Ltd is a software development company where I worked in the capacity of an Administrative Assistant to the President of the company. Handled all confidential information; responsible for letters, correspondence and meeting coordination.

**Body Armor – Corona, California**

1/2005-10/2005

Administrative Assistant/Customer Service

Administrative Assistant to the President of a company that specializes in protective clothing. Handled all correspondence and assisted with customer service.

**Parker Hannifin Corporation – Corona, California** 11/1996-1/2005

Administrative Assistant

Administrative Assistant to the Plant Manager. Handled all clerical and customer service for the division. Coordinated payroll for over 100 employees.

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References Available Upon Request