

Iva Pseudonym

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QUALIFICATIONS

An efficient manager capable of handling a wide range of administrative functions while consistently providing top quality service. Skills include:

- excellent organizational skills,
- hands-on technical knowledge,
- superior memory for details,
- strong initiative and work ethic.

EXPERIENCE

2/1997 – Present Rent-A-Slave Staffing Services, Big City, CA

General Clerical/Secretary

Contracted for secretarial positions in office environments serving various businesses. Accomplishments include:

- Managed office staff for successful telemarketing con-artist, maintained money laundering records, and balanced fake ledger.
- Increased efficiency of ambulance chasing attorney by creating a database of sympathetic judges.
- Raised profits of a predatory plastic surgeon by streamlining process of identifying and contacting wealthy ugly people.

1994 – 1996 Faceless Company, Inc. Suburbs, CA

Administrative Assistant

Provided administrative support to the president and accountant for a small company that developed and financed golf courses/driving ranges.

- Prepared, maintained, and updated critical company information including timesheets, expense reports, contracts, and invoice payments.
- Scheduled meetings, and prepared travel arrangements for senior staff.
- Helped to start up operations/office staffing for golf driving range including research for employee manual.
- Managed payroll duties including reconciling timesheets, vacation/sick days, and working with payroll company.

1992 – 1994 GreedCo Smogland, CA

Accounting Assistant

Accounts Payable clerk for Japanese travel agency.

- Accurately entered important invoices under tight deadlines.
- Processed payroll and accounts payable checks.
- Reconciled corporate finance accounts.
- Prepared monthly financial reports for Accountants.

EDUCATION

University of Southern California, Los Angeles, CA
B.A. in Boring Major

COMPUTER SKILLS

Proficient in Word, Excel, PowerPoint, Quickbooks, and Adobe Acrobat.