

MARCIA JASPER

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administrativeassistant@provider.com

OBJECTIVE

To obtain a position as an Administrative Assistant.

HIGHLIGHTS OF QUALIFICATIONS

- Over 10 years experience in administration.
- Currently an Administrative Secretary with Norlinear Systems Inc.
- Skilled in scheduling, coordinating and time management.
- Contributed to the success of 3 team projects as an Administrative Secretary.
- Proficient with MS Office Suite and Simply Accounting.
- Languages: English and Spanish.
- Highly skilled person who is able to meet tight deadlines.
- Received the Employee of the Month Award - Sunmark Industries.

WORK HISTORY

2003 - Present *Norlinear Systems Inc., Boston, MA*

Administrative Secretary

- Saved Norlinear Systems Inc. over 24 work hours per year on the travel booking process by reducing the number of steps.
- Purchased office supplies including paper, binders, file folders and computer toner for the Shipping Department.
- Performed document handling, record keeping and filing for the shipping department.
- Prepared inventory reports for the shipping Manager.
- Compiled inventory checklists for the production department Manager.
- Delivered highly effective administrative training monthly over a period of 3 years as an on-the-job trainer.

2000 - 2003 *BWM Manufacturing Inc., Boston, MA*

Receptionist

- Managed the purchasing, stocking and distribution of office supplies including toner cartridges, paper and fasteners.
- Reduced the cost of office supplies saving Sunmark over \$1,920 per year.

Receptionist (Cont'd)

- Performed regular maintenance of office equipment including the XEROX 3000 Series Workstation Photocopier.
- Performed reception duties including greeting walk-in customers, routing incoming phone calls and sorting mail.
- Printed and distributed summary reports to all departments.
- Delivered telephone protocol training quarterly over a period of 2 years.

1996 - 2000

Sunmark Industries, Boston, MA

Administrative Clerk

- Saved Sunmark Industries over 50 work hours per year on the filing process by improving efficiency (a 35% increase).
- Reused file folders saving Sunmark Industries over \$75 per year.
- Performed filing and answered the phone for the production department.
- Compiled manpower log books for the production department Manager.

1994 - 1996

Colonial Tavern, Boston, MA

Wait Staff (Part-Time)

- Completed dining and drink order tallies nightly for the Shift Manager.
- Delivered order taking training monthly over a period of 2 years as an on-the-job trainer.

PROFESSIONAL TRAINING

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| 2007 | MS Word - Key Consulting |
| 2006 | Time Management - Key Consulting |
| 2000 | Customer Service Training – D.W. Enterprises Inc. |

EDUCATION

- | | |
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| 1996 | BBA Degree
<i>Boston University, Boston, MA</i> |
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References Available Upon Request

CHRIS MACKENZIE

228 Markham Avenue, Suite #1402

Los Angeles, CA 90027

Cell (323) 222-5555

Home (310) 222-3333

manager@provider.com

OBJECTIVE

To obtain a position as a Manager within the manufacturing industry.

HIGHLIGHTS OF QUALIFICATIONS

- Over 3 years experience in management.
- Currently an Assistant Manager with World Car Parts.
- Skilled in process control, scheduling and hiring.
- Contributed to the success of over 10 team projects as a Lead Hand.
- Proficient with MS Project Manager. Experienced with MS Office and ACCPAC.
- Dedicated person who is able to inspire cooperation.

WORK HISTORY

2005 - 2008

World Car Parts, Los Angeles, CA

Assistant Manager

- Assisted in reducing the monthly operating budget saving World Car Parts over \$3,360 per year.
- Managed the operational scheduling of hundreds of car parts including engine components and body panels valued at \$500,000.
- Saved World Car Parts over 180 work hours per year on the customer information acquisition process by upgrading the existing form (a 50% increase in efficiency).
- Delivered highly effective material handling training twice a year over a period of 3 years as a certified training instructor.
- Performed stockroom training twice a month over a period of 4 years as an on-the-job trainer.
- Interpreted logistical spreadsheets for the shipping department.
- Managed 10 team members whose duties included selling car parts and repairing small engines.

2004 - 2005

Super Discount World Inc., Los Angeles, CA

Assistant Manager (Part-Time)

- Combined two jobs into one saving Super Discount World Inc. over \$20,000.

Assistant Manager (Part-Time) Cont'd

- Managed the display assembly process of the housewares department including kitchen tables and chairs and book cases valued at \$400,000.
- Trained over 60 cashiers in dealing with difficult customers.
- Performed planning, budgeting and scheduling for the housewares department.
- Analyzed reports for the housewares department Supervisor.
- Managed 5 team members whose duties included facing kitchen products and building displays.

1999 - 2003

All-Metal Products, Los Angeles, CA

Lead Hand

- Saved All-Metal Products over 60 work hours per year on the stacking process by reducing the number of steps.
- Successfully led a team of 7 people to reduce the amount of time required to load shelf components on to the assembly line.

PROFESSIONAL TRAINING

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|------|---|
| 2008 | Leadership Training - Leaders Institute |
| 2008 | Budgeting - B.D. Worthy and Associates |
| 2007 | Time Management - Leaders Institute |
| 2006 | MS Excel - Key Consulting |
| 2003 | Material Handling Trainer Certification - MH Institute USA |

EDUCATION

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|------|---|
| 1998 | Bachelor of Arts Degree in Economics
<i>University of Los Angeles California, Los Angeles, CA</i> |
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References Available Upon Request

ASHLEY MARTIN

4529 Lincoln Road, Suite #57

Charlotte, NC 28206

Cell (704) 444-9999

Home (704) 888-1111

inventorycontrol@provider.com

OBJECTIVE

To obtain the Supply Control Coordinator position with East Coast Grocers Inc.

HIGHLIGHTS OF QUALIFICATIONS

- Over 4 years total experience performing inventory control related functions.
- Skilled in inventory reconciliation, scheduling and generating reports.
- Contributed to the success of over 20 team projects as a Retail Manager.
- Proficient with MS Office Suite, Retail Plus POS Software and Wasp Inventory Tracking Software.
- Material handling equipment experience: forklifts, electric pallet jacks and automatic stretch wrappers.
- Results oriented person who is able to meet tight deadlines.

WORK HISTORY

2008 - Present *Regional Food Bank, Charlotte, NC*

Store Room (Volunteer)

- Saved Regional Food Bank over 68 work hours per year on the truck loading process by developing new methods.

2001 - 2007 *Bombardier Clothing Inc., Charlotte, NC*

Retail Manager

- Managed the inventory control of supplies including outerwear valued at \$100,000.
- Prevented overpayment on non-shipped items through the creation of a stock holding area saving Bombardier Clothing \$2,000/year.
- Saved Bombardier Clothing over 180 work hours per year on the shipping process by combining two tasks into one.
- Delivered highly effective stockroom training quarterly over a period of 7 years as an on-the-job trainer.
- Performed document handling, scheduling and statistical compilation.
- Analyzed inventory spreadsheets for the purchasing department.
- Inventoried retail goods including outerwear.

- 1997 - 2000 *ShoesRUs, Charlotte, NC*
Assistant Manager
- Successfully led a team of 4 people to streamline the stockroom.
 - Saved ShoesRUs over 26 work hours per year on the stocking process by reducing the number of steps.
 - Performed record keeping and scheduling for the retail division.
 - Received retail goods including formal and casual footwear.
- 1993 - 1996 *Douglas Hardware, Charlotte, NC*
Storeroom Clerk (Part-Time)
- Saved Douglas Hardware over 37 work hours per year on the stocking process by creating new signage.
 - Performed record keeping and filing for the stockroom.

PROFESSIONAL TRAINING

- 2007 **Inventory Control Management** - National Retail Institute
- 2002 **MS Excel Advanced** – NCSU
- 1997 **Customer Service Training** - CST Partners Inc.
- 1994 **Forklift Operators Certificate** – Liftway

EDUCATION

- 1996 **Bachelor of Commerce Degree**
North Carolina State University, Raleigh, NC

References Available Upon Request