

Autumn L. Corbeil

411 Iowa Ave.
Streator, IL 61364
autumncorbeil@live.com
(815) 822-8108

Summary of Skills and Qualifications

- 80 wpm in Typing.
- Proficient in Microsoft Office Suite.
- Keen attention to detail.
- Great customer service skills.
- Exceptional multitasking skills.
- Organized, systematic approach to work at hand.

Experience Summary:

Menasha Packaging

April 2013-June 2013

Administrative Assistant

- Prepared confidential departmental reports by collecting information, compiling into appropriate format, print, proof and distribute to appropriate company personnel.
- Administer, adjust and track daily payroll and PTO requests.
- Courteously greet employees and visitors, determine their needs and direct them to the appropriate person or office or handle requests.
- Answer telephones, handle calls, route to appropriate individual, take messages, and ensure employees, customers, and vendors are handled in a professional and courteous manner.
- Arrange meetings and assist Managers as requested.
- Maintain appropriate levels and monitor office supplies.
- Report daily Labor Cost and Revenue as well as Production Line Efficiencies.
- Manage all invoices and billing.
- Oversee any and all badge, alarm and security needs.
- Issue and track all Purchase Orders, inbound and outbound.

Advantage Property Management, LLC.

June 2012-January 2013

Executive Secretary

- Provided assistance to executive staff and association managers and interfacing with the many Presidents and Board of Directors.
- Drafting of letters and newsletters for multiple communities and condominiums.
- Documented violations on daily excel spreadsheets.
- Provided excellent phone customer service, handling questions and complaints and directing them to the appropriate person.
- Handled multiple mailings on a deadline.
- Opening, sorting, and distributing mail to the appropriate person.

Chase Bank

Oct. 2011-May 2012

Teller

- Managed incoming deposits and handled outgoing withdrawals with speed and efficiency.
- Daily balancing of cash box.
- Assisted branch with directing customers to other financial services within Chase's organization and assisted customers with safe deposit box needs.
- Assisted in maintaining vault balance, and recording numbers electronically.
- Provided excellent phone customer service, handling questions and complaints and directing them to the appropriate person.
- Familiar with many different banking options for customers and assisted in explaining and promoting these options to customers.

Streator Onized Credit Union

Jan. 2011-June 2011

Teller

- Managed incoming deposits and handled outgoing withdrawals with speed and efficiency.
- Daily balancing of cash box.
- Assisted branch with directing customers to other financial services within Chase's organization and assisted customers with safe deposit box needs.
- Provided excellent phone customer service, handling questions and complaints and directing them to the appropriate person.
- Familiar with many different banking options for customers and assisted in explaining and promoting these options to customers.
- Responsible for filing sensitive customer paperwork.

Alloy Specialties, Inc.

Oct. 2007-Jan. 2011

Administrative Assistant

- Worked with third party partners to schedule production quantities while judging workflow.
- Was final quality controller of products before being shipped to third party partners.
- Managed shipping coordination between clients and partners, worked with many different shipping vendors to ensure quality of shipped products.
- Assisted customers over the phone and was gatekeeper for president of the company.
- Filed, organized and maintained company records, invoices, blueprint schematics.
- Drafting of company letters, maintained database and order lists of products sold and purchased, assisted in implementation of new software database system.

Plymouth Tube Co.

Jan. 2005-Oct. 2007

Data Entry/Lab Technician

- Quality control testing to ensure product integrity.
- Maintained testing tools to include repairing, shipping out for repair within industry guidelines and chemical mixtures used in quality control protocols.
- Documented test results to include graphs and spreadsheets daily in database programs.
- Revising of corporate documents to newer versions.
- Created Invoices/Purchase Orders

Education:

Streator Township High School 2002-2006

High School Diploma

References:

Dave Walker 815-257-1262

Rachel Brunson-Dews 815-674-7772

Herb Ross 772-463-4199