

Anna Jackson
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Career Summary

To acquire a position with the potential for advancement where I can utilize my knowledge and experience and help the company meet their expectations.

Years Experience:

3+

Skills:

Personnel File Maintenance, Switchboard Phones up to 10 Lines, Scanning, Prepare Presentations, Recruiting, Estimating, Basic Office Skills, Event Planning, Copying, Conference Call Coordination, Shorthand, Internet, Mail Processing, Proofreading, Grammar, Memos, FAX, Customer Service, Order Office Supplies, Scheduling Apt / Calendar Management, Editing, Budgeting, Files, Purchasing, E-Mail.

Technical Skills

MS Word, MS Excel, MS Outlook

Work Experience

Assistant Manager at Catos

3/2014-12/2014

Hired and trained all of the staff. Explained employee compensation, benefits, schedules, working conditions and promotion opportunities. Conducted background checks on candidates. Complete payroll for all employees of the store.

Daycare Office Assistant

4/2012-3/2014

Communicated openly with children's parents about daily activities and behaviors.
Monitored each student's educational progress with individualized charts and files.
Assisted in presenting new ideas to the education broad.

Lab Assistant at Western Michigan University

10/2011-12/2013

Managed overall laboratory functions. Cared for and studied rodents and rabbits.
Scheduled and trained technical staff members. Ordered laboratory equipment and supplies. Assisted in presentations. Collected and took down data for the researchers.

Office and Computer Assistant at Readiness Center

7/2005-6/2011

I Answer Phones, and redirected them to where they need it to go. Managed office supplies, vendors, organization and upkeep. Directed guests and routed deliveries. Teaching computer skills to the students; how to use different programs that can make their work more easier.

Education

Western Michigan University, Family and Consumers Science/Secondary E

Kalamazoo, Michigan

Lake Michigan Catholic High School, Biology

Saint Joseph, Michigan