

R. Anthony Rodriguez

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More than ten years of successful Administrative Assistant skills include MS Word, Excel, PowerPoint, Outlook, familiarity with QuickBooks, which would assist future employer in achieving success. Received several letters of acknowledgement from attorneys. Continue to update my skills with various workplace workshops through Jefferson County Workforce.

PROFESSIONAL EXPERIENCE:

Administrative Assistant

Randstad US, Denver, CO

(November 2008 - Present)

- Successfully complete temporary assignments for clients in conjunction with KAISER PERMANENTE and RANDSTAD US (formerly SPHERION staffing). Both short and long-term assignments.
- Provide customized administrative assistant services.

Personal Administrative Assistant

IT Services-Ken Johnson, Lakewood, CO

(August 2006 - Present)

- Provide administrative services.
- Prepare correspondence, including creative designs based on request and timeframes.
- Review spreadsheets for revisions, corrections and accuracy of information.
- Organize and maintain filing system.
- Responsible for telephone, email and mail requests.

Administrative Assistant II

State of Colorado, Department of Law, Denver, CO

(April 2004 - July 2006)

- Provided accurate and timely administrative services for twelve legal representatives.
- Managed all attorney calendars ensuring they met vital court dates and were aware of upcoming meetings.
- Prepared LexisNexis e-file and filed legal documents with various state courts (Denver, District, Municipal and Federal courts) in a timely manner in regards to required deadlines.
- Opened and closed case items using Gateway program to access state legacy systems for future reference.
- Faxed, copied, filed and sent out important legal documents and letters based on time and date.
- Answered incoming calls, received and delivered mail to various departments, attorneys and support staff on a daily schedule.
- Assisted with maintenance of copier and various office machines as well as ordering office supplies.
- Served as support to other administrative personnel in their absence.

Administrative Assistant II

State of Colorado, Revenue Department, Denver, CO

(June 2000 - April 2004)

- Assembled dealer and salesman application packets. Graded mastery exams with accuracy and emailed licenses to car dealer owners and salesman.
- Re-issued multiple sales associate applications including accuracy and review for updating records on CTOS/AID system.
- Organized renewal applications in preparation for document microfilming.
- Assisted answering over the phone and over the counter questions with accurate information to the public, regarding vehicle complaints filed against car dealership purchases.
- Provided accurate answers to front desk customers questions regarding car dealerships. Efficiently handled 40-50 calls a day.

EDUCATION:

Lexis/Nexis E-File Training, Dept. of Law
Office 2003 Training, Dept. of Law
GroupWise 5, Executrain
PowerPoint Training, Dept. of Law
SER/Jobs for Progress Certificate of Achievement