

Kelly Walotka

723 Spur Drive Palmyra, MO 63461 573-795-7820 wldflwer33@gmail.com

Objective

To contribute my creative and administrative qualities to effectively and efficiently see projects from concept to completion, while achieving maximum results for the client.

Professional Achievements

Office Administrator

- Maintains files and databases
- Schedule appointments with clients
- Maintains inventory and orders supplies

Events Manager

- Implemented a change in a council program that serviced 400 Adults
- Continually promoting and planning council and area events

Skills

- Microsoft Office 2003 and 2010
- Communications
- Attention to Detail
- Customer Service
- Interpersonal Skills
- Reliable
- Analyzing Data
- Teaching
- Sales Ability
- Patience
- 10 Key

Work History

Production Manager/Supply Chain Administrator	Ennis-Flint Hannibal, MO Families and Communities Together Hannibal, MO	08/2013-present 04/2012-08/2013
Administrative Assistant and ReEntry Specialist	Girl Scouts of Eastern Missouri, St. Louis, MO	02/2006-04/2012
Community Development Manager		
Sales Associate	Bath and Body Works Hannibal, MO	08/2005-02/2009
Sales Associate	Eddie Bauer St. Peters, MO	09/2000-02/2008

Education

Fort Zumwalt North High School	O'Fallon, MO	2001
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References

Ginny Webb-PR Director Hannibal Clinic 573-231-4800	Leigh Allen-Operator 573-795-5211
John Moss- Welder/Fabricator	

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636-373-1973

