

# DAWN GRAY

## ADMINISTRATIVE ASSISTANT



 (307) 220-6869

 GLADY618@gmail.com

 Cheyenne, WY

## EDUCATION

### ASSOCIATE OF ARTS IN ELEMENTARY EDUCATION

Laramie County Community College

Graduated with Honors

May 2013

### SOME COLLEGE

University of Wyoming

Pursuing BS of Arts in

Elementary Education

## SOFTWARE

Sharepoint, CMMS, Google Suite,  
Microsoft programs, Wave, DTS,  
DCPS, MEDPROS, CARTS, DIBBS,  
DSD, CATS, DSDS, and SOS.

## OTHER

- Substitute Teaching Certificate
- Certificate of Appreciation from  
Denver Battalion Commander and  
Command Sergeant Major
- Walmart Employee of the Month
- Walmart accommodations (15)

## PROFILE

Detail-oriented and resourceful Administrative Assistant with a proven ability to handle diverse administrative responsibilities. Strong communication skills and the ability to adapt to fast-paced environments. Maintains confidentiality and professionalism in handling sensitive documents and information.

## EXPERIENCE

### MAINTENANCE OPERATIONS MANAGER ASSISTANT

Walmart DC 7077

May 2019 -Present

- Provided clerical/administrative support through generating and maintaining forms, reports, and logs via computerized management software; performed weekly inventory; tracked financial transactions; communicated with suppliers.
- Complied with company policies, procedures, and standards of ethics and integrity. Performed additional duties as assigned.
- Maintained inventory by ordering and receiving parts and supplies to support building operations.

### CENTRAL RECEIVING OFFICE CLERK

Walmart DC 7077

Sept. 2015 - May 2019

- Prepared, reviewed, and analyzed receiving/billing documentation and reports by verifying delivery bills and receiving documentation; researched and resolved discrepancies; completed necessary paperwork for shipping/receiving process; and ensured backup documentation.
- Provided administrative support by performing general clerical duties; entered data into multiple systems; created and analyzed reports, purchase orders (PO) and other paperwork.
- Monitored and processed deliveries by scheduling and maintained delivery appointment logs; checking-in and releasing drivers; and tracked late deliveries.

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## HIGHLIGHTS

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- Interpersonal Communication
- Bookkeeping
- Superior Typing
- Inventory and Supply Management
- Scheduling
- Advanced Computer Skills

## SKILLS

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- Well organized
- Adaptable
- Communication
- Efficient
- Problem-solving
- Take Initiative
- Works Independently
- Follows Directions
- Time Management

## EXPERIENCE CONT.

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### SUBSTITUTE TEACHER

Laramie County School District 1

Sept. 2013 -Present

- Relevant formal training, practice, and experience.
- Able to impart established lesson plans to students effectively.
- Incorporate digital technology for learning activities including use of software applications as well as SMART board.
- Write comprehensive reports to current teachers regarding lessons and student progress.

### EXECUTIVE ADMINISTRATIVE ASSISTANT

Army Recruiting Company 1

Apr. 2008 - Jul. 2014

- Coordinated and directed office services, such as records and budget preparation, and personnel, in order to aid United States Army executive officers.
- Prepared invoices, reports, memos, letters, financial statements and other documents, using various software and databases.
- Served as Company 1 liaison between Denver Battalion and 6 satellite recruiting stations.
- Managed, maintained and distributed eight executives' schedules and calendars.

### SUPPORT CLERK

FE Warren Commissary

Apr. 2006 - Apr. 2008

- Ordered, received documentation, and provided maintenance of commissary inventory, both direct-ordered and vendor-supplied.
- Applied knowledge in administration and finance to maintain store-level accounts.
- Served as liaison between commissary and Accounts Control Section.
- Designed and created in-store graphics.