

Dawn Thompson-Julius

Administrative Assistant

Apple Valley, MN

dthompsonjulius@gmail.com

507-382-6198

Administrative support professional experienced working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Highly trustworthy, ethical, and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects and ability to multi-task effectively.

Customer Service & Relations

Microsoft Office

Accounts Payable/Receivable

Filing & Data Archiving

General Office Equipment

Telephone Reception

General Accounting

Problem Solving

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Executive Assistant

United Prairie Bank

August 2016 to August 2018

Administrative Support

Performed administrative and secretarial support functions for the human resource department of a large wireless communications company.

Coordinated and managed multiple priorities and projects.

Scheduled interviews and maintained accurate, up-to-date confidential client files.

Assisted with general accounting functions; invoicing and accounts receivable.

Provided telephone support.

Trained new team members.

Processed all incoming applications via internet and hard copies.

Assisted applicants in the application process.

Customer Service & Office Assistant

Received customers and assisted with orders.

Demonstrated ability to maintain composure and work efficiently in a fast-paced environment while preserving strict confidentiality.

Managed customer relations and provided exemplary service to all customers.

Operated switchboard.

Promoted from office assistant to administrative assistant.

Management & Supervision

Promoted rapidly from administrative assistant to showroom manager at an upscale surfacing company.

Oversaw all operations including sales and installation.

Troubleshoot and resolved problems, mediated staff disputes, and handled customer complaints.

Participated in staff recruitment, hiring, training, and scheduling.

Supervised a front-desk staff person and outside sales representative.

Marketed and presented company in trade shows and chamber events.

Employment History

Executive Assistant, United Prairie Bank, Mankato - present

Health Unit Coordinator, Mayo Clinic Health Systems Mankato

ASEP Coordinator, All Saints Catholic School, Madison Lake, MN

Service Center Coordinator, TectaAmerica Corp., Mankato, MN

Showroom Manager, Cambria, Mankato, MN

Education

Health Unit Coordinator South Central College - Madison Lake, MN

2015

Diploma in Administrative Assistant

South Central College - North Mankato, MN

January 1995 to May 1996

Skills

Executive Administrative

Certifications/Licenses

Health Unit Coordinator

January 2016 to Present