

Angela Brown

Organized & hardworking employee looking to work as an Administrative Assistant. Previous experience in several related fields, such as working as a Shipping & Receiving Secretary for 8+ years, in addition to being an Marketing Specialist Assistant for the last two years. I have very strong organizational skills, as well as a keen eye for detail.

Experience

2014 - PRESENT

[American Food Service Depot | 215 W Erie Avenue Phila Pa 19140](#)

Marketing Specialist / Shipping & Receiving Secretary

- Creates promotional sales act as the communication nerve center for multiple promotions, ensuring timely and consistent client engagement.
- Designs employee uniforms and promotional merchandise for showroom
- Creates and designs all content for social media platforms (linkedin, facebook, instagram)
- Creating flyers and brochures for sales teams to increase sales
- Adjusting and input of inventory of all new products
- Assisting Purchase coordinator with creating purchase orders and bill of ladings
- Input of inventory, barcoding and locations for all items in system
- Manages the online website and orders placed online
- Managing the shipping and receiving office and trains all new clerks
- Creates all routes and manages routing system for drivers
- Processing credits and damages for drivers
- Administrative duties such as faxing, filing, photo copying and answering multi line phone
- Google docs, sheets and forms use on daily for data input
- Assisting the accounting dept with payment collections and processing payments via quickbooks
- Invoicing and preparing orders for pick up from warehouse
- Comparing purchase orders with invoices and packaging lists for accuracy
- Inspecting deliveries to ensure they match order and invoice criteria
- Receiving and signing for deliveries

2011 - 2014

[Vixens Beauty Studio | 2215 W Lehigh Avenue Phila Pa 19132](#)

Office Manager

- Recruiting, hiring, training and coaching salon staff
- Providing customer service by answering phones, greeting visitors, scheduling appointments, and processing payments
- Inventorying salon supplies & office supplies and reordering as needed
- Ensuring that the salon environment meets cleanliness and hygiene standards required by law
- Marketing for promotions, organized all photo shoots and travel for out of state events
- Resolving client complaints to ensure client retention
- Marketing the salon via social media to attract new customers
- Performing salon services for customers as needed
- Light cleaning of salon and reception area
- Payroll for all employees and book keeping via quickbooks
- Track inventory & create stylist schedules and handle other clerical tasks
- Preparing expense reports and maintaining expense account records for salon

2009 - 2011

[Eizen, Fineburg & McCarthy | 2001 Market St Suite 34 Phila Pa 19103](#)

Law Clerk / Front Desk Receptionist

- Developing and maintaining filing system and databases
- Labeling and updating paper files and adjusting file space when needed
- Putting files, digital or paper, into their proper locations and purging
- Gathering and organizing files and documents for coworkers' use, such as for reports
- Ordering of supplies for office use and setting up conference rooms for meetings
- Dictation and transcribing for attorneys
- Made deliveries to City Hall and Postal Office when needed.
- Answering multi line switch board and reception duties at the front desk daily
- Light Cleaning of conference rooms and kitchen area
- Sorting, delivering, picking up and sending mail
- Assisting paralegals and Attorneys with administrative tasks

Contact

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Education

2008-2009

Medical Billing & Coding

C.I.T.E School for
Business

2008-2009

Legal Secretary Course

C.I.T.E School for
Business

Expertise

Content Marketing

Fishbowl Inventory
Management

Analytics

Marketing & Promotions

Shipping & Receiving Management

Google Docs & Microsoft Suite

Customer Service 10+ years

Personal Skills

Creativity

Multi-Tasking

Adaptability

Comfort with Technology

Attention to detail.

Customer service

Phone Etiquette

Design

Marketing