

OBJECTIVE

I Am Seeking Position With A Dynamic Employer For Opportunities To Utilize My Professional Employment Experience And Skills.

QUALIFICATIONS

- . Professional
- . Knowledge of MS Office, Word, Excel and Outlook, Other Systems.
- . Effective Verbal and Written Communication Skills.
- . Ability to Handle Pressing, Complex Assignments and Situations.
- . Ability to Work in a Team Environment, Flexible, Multi-Task.
- . Excellent Customer Service Skills.

EXPERIENCE

TOTAL TRANSPORTATION SERVICES

June 2013 - Current

7942 Deer Meadow Houston, TX 77071

Supervisor P/T

- . Responsible For Preparing Billing and Vendor Invoice Information For Accuracy.
- . Control Paper Flow.
- . Reduce Collection Delinquency.
- . Research Area of Inquiry.
- . Maintain Files and necessary Documentation.

UNITED STATES POSTAL SERVICE

June 2012 - May 2013

6500 De Moss Houston, TX 77074

Services Clerk Sales-Retail

- . Provide Clients With Information Regarding Services, Products and Special Merchandise Programs Offered.
- . Conduct Reference Checks to Assistance Clients in Determining the Best Possible Cost in Shipping and Receiving.
- . Assist Staff in Pass Port Application Process
- . Use Computerized Systems to Service Domestic and International Money Orders, Foreign Checks.
- . Rent and Recover P.O.Box Account Payments.

TEXAS DEPARTMENT of HEALTH and HUMAN SERVICE

April 2011 - June 2012

6118 Scott ST Houston, TX 77002

Advisor I

- . Schedule and Conduct Interviews.
- . Apply State of Texas Program Rules to Determine Clients Eligibility of Benefits and Type of Program.
- . Review, Investigate, Research and Verify Case Actions.
- . Document Control Files(Electronically and Paper) Distribute, Retrieve, Control Access And Monitor Clients Documents For Changes.
- . Ensures Security and Preservation of Clients Documents.
- . Provide Departmental Administrative Support.

TOTAL TRANSPORTATION SERVICES

January 2006 - March 2011

7942 Deer Meadow Houston, TX 77071

Supervisor

- . Direct and Supervisor Staff.
- . Responsible For Preparing Billing and Vendor Invoice Information For Accuracy.
- . Control Paper Flow. Reduce Collection Delinquency. Research Area of Inquiry.
- . Maintain Files and necessary Documentation.
- . Responsible For Scheduling, Time Keeping and Vehicle Records.

ANDREWS KURTH L.L.P
600 Travis Houston, TX 77002

October 1986 - January 2006

Floor Supervisor / Office Assistant

- . Para-Professional Assignments for Attorneys and Legal Staff.
- . Maintain Timekeeper Information for Billing / Tracking.
- . Proof Reading.
- . Data Entry.
- . Electronic Document Control File Assistants.
- . Mass Document Production.
- . Scanning And Responsible for Office Moves, Records Storage Moves, Vendors, Office Machines, Mail, Fed EX, UPS, Ordering Supplies.
- . Assisted Legal Staff in The Oil and Gas, Real Estate, Litigation and Corporate Sections.

Prior To This Position I Served as Records Clerk, Mail Room Supervisor, Document Clerk, Accounting Clerk.

EDUCATION

Jesse H. Jones HS
San Jacinto College
Para Professional Certificate