

# **Nancy J. Farmer**

**1672 Riverside Avenue, A-201, Fort Collins, CO 80525**

**970-980-6250**

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## ***ADMINISTRATIVE ASSISTANT***

- \* Skilled in Microsoft Word, Excel, Power Point and Photoshop
- \*Effective organizer
- \* Work independently achieving results on time
- \* High degree of confidentiality and diplomacy
- \* Strong oral and written communication skills
- \*Accounts Payable and Receivables
- \*Attention to detail
- \*Advanced knowledge of office equipment
- \*Quality Team Player
- \*Professional phone etiquette

## ***PROFESSIONAL EXPERIENCE:***

2014-2015, 2018 – present	Manes Machine & Engineering - Quality Administrative Asst
2015 – 2018	Foothills Gateway, Inc.- Administrative Front Desk Assistant
2008-2012	Whip Mix West Corporation - Data Administrator
1995-2005	Advanced Painting Concepts - Administrative Executive
1989-1993	Palm Springs Riviera Resort - Administrative Assistant to Director of Engineering