

# Sheila Woods

## **Office Asst**

Maysville, KY

[Swoods0049@gmail.com](mailto:Swoods0049@gmail.com)

6067823724

To obtain an entry level position within your organization that will allow me the opportunity for professional growth.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Merchandiser**

Durango Rack - Grand Rapids, MI

Install and remove racks Stock products Consult with management

### **Assistant**

Licking Valley CAP - Brooksville, KY

September 2007 to March 2017

I help in the office with computers, answer phones, faxes and copies. I also help out in the center. I help serve congregate meals to seniors, clean the center and also do commodities for the seniors.

### **Office Asst**

Stark's Plastics, LLC - Cincinnati, OH

January 2011 to August 2016

Performed administrative duties such as, data entry, answering phones, filing and billing. Answered and managed incoming and outgoing calls while recording accurate messages. Maintained a clean reception area, including lounge and associated areas. Entered numerical data into databases in a timely and accurate manner. Assisted with receptionist duties, file organization and research and development

### **Fabricator**

Starks Plastics LLC - Forest Park, OH

January 2000 to January 2011

January 2000 - January 2011

Performed various duties associated with fabrication of plastics including modification, repair and installation of plastic items, parts, assemblies and structures, Experienced in quality control, Sustained zero safety hazards by proactively maintaining a clean and organized work environment, Abided by all facility Health and Safety Guidelines, Lead by example

## Education

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**Associates Degree in Office Systems Technology**

Maysville Community & Technical College - Maysville, KY

January 2012 to May 2015

**Diploma in Computer Networking and Security**

Southwestern College - Florence, KY

## Skills

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Excel, Word, Powerpoint, Quickbooks, Data Entry, Phones, Internet Research, Routers, Forklift Operator, Bending heaters

## Additional Information

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### Technical and Professional Skills

Strong background in customer service, Strong production while working with strict deadlines, Able to work individually or with a group or team, Proficient in Microsoft Word, Excel and Powerpoint