

Stephanie Anderson

Office Manager - Local Business

Hallstead, PA

savagetoanderson@gmail.com

989-798-4357

Clerical/Customer Service

Authorized to work in the US for any employer

Work Experience

Office Manager

Local Business - Windsor, NY

June 2018 to Present

- Recording expenses, sales, sales tax
- Answering the phone/scheduling jobs

Secondary teacher

West Seneca Christian School - West Seneca, NY

September 2014 to June 2015

- 9th grade English - Creative Writing
- Computer (Word, Excel, Publisher, Powerpoint)

Freelance Copywriter and Article Writer

2010 to 2015

took some time off from freelance during time period)

- work for marketing company writing articles
- working as a freelance copywriter writing web copy for websites

teacher, Evangel Christian School

Middle/Secondary

August 2009 to May 2010

- 7th /8th grade English
- Earth Science
- Computer/Typing

Research Intern- art librarian for art books, docent, correcting catalog database

Museum and Gallery at Bob Jones University - Greenville, SC

July 2006 to May 2008

Greenville, SC

July 2006 - May 2008

- Research Intern- art librarian for art books, docent, correcting catalog database
- Gift Shop retail

Secretary, Housekeeping, Craftshop, Cost

Camp CoBeAc

March 2004 to November 2004

analysis for coffee shop design

Receptionist, Housekeeping, Dining Hostess

Camp Joy

April 2003 to March 2004

Education

Master in Education

Bob Jones University - Greenville, SC

May 2008

Bachelor of Arts

Bob Jones University - Greenville, SC

May 2006

Associate's in Christian Ministry-Missions

Maranatha Baptist Bible College - Watertown, WI

May 2002

Skills

TYPING, 59 WPM

Additional Information

3+ years customer service/retail/office

2+ years as a Middle/Secondary teacher

2 years as a docent for a museum

5+ years writing experience including publication in educator's journal

Special Skills/Accomplishments

- Corrected typing speed 59 wpm