

7268 War Road
Newport, MI 48166
(734) 915-6705
jmilam@my.monroeccc.edu

OBJECTIVE

Seeking a challenging position at a team-oriented organization that will allow me to acquire new abilities while utilizing my strong organizational skills, educational background, and ability to work well with diverse groups.

WORK EXPERIENCE

School Secretary | [Monroe County Intermediate School District](#)

2011 – Present

Provided administrative assistant duties for the Principal.

- Prepared correspondence and maintained office files
- Managed multi-line phone system
- Processed and distributed mail
- Maintained and updated department records, including work order requests and purchase order requisitions
- Processed requisition and check requests for the department
- Maintained confidentiality
- Served as recording secretary for LEEOP meetings

Lab Technician Routers/Specifications | [Gerdau Macsteel](#)

2004 – 2009

Verified accuracy of sales data and maintained customer requirements in the AS400 database computer system.

- Received, reviewed, and maintained customer product specification documents
- Prepared correspondence and maintained office files

Fact Card Coordinator | North Star Steel

1997 – 2004

Verified accuracy of sales data and maintained customer requirements in the APC database computer system.

- Received, reviewed, and maintained customer product specification documents
- Prepared correspondence and maintained office files
- Processed and distributed mail

Building Department Secretary | Bedford Township Hall

1995 – 1997

Provided administrative assistant duties for the Building Official.

- Issued building, electrical, mechanical, and plumbing permits
- Prepared correspondence and maintained office files
- Maintained confidentiality
- Served as recording secretary for Board of Zoning Appeals meetings

Receptionist | Bedford Township Hall

1994 – 1995

Provided administrative assistant duties for the township Clerk.

- Managed multi-line phone system
- Processed and distributed mail
- Issued burning permits

EDUCATION/ TRAINING

Monroe County Community College

2010

- Business Management Associate of Applied Science Degree
- Associate of Science Degree

Ongoing Professional Training

2001 – 2009

- Completed auditor, lean management, managing change, and core skills courses

RELEVANT SKILLS

- Over twelve years of related experience
- Proficient in Microsoft Word, Windows XP, WordPerfect, and Excel
- Excellent interpersonal skills, phone manner, and office etiquette
- Great knowledge of modern office practices, procedures, and office machine operation
- Strong analytical and organizational skills
- Exceptional ability to perform filing, record keeping, and other related clerical tasks
- Experience in preparing general correspondence, memorandums, reports, schedules, from notes or verbal instruction
- Over seven years of volunteer service with the Boy Scouts of America

REFERENCES

- Available upon request