

Valerie Johnson
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Career Profile: Administrative Support

Summary of Qualifications

- Intermediate in MS Word, PowerPoint, MS Outlook, Excel and Internet.
- Developed charts, spreadsheets, reports, flyers and facilitated presentations.
- Ordered and purchased office supplies, services.
- Scheduled and confirmed appointments and responded to inquiries.
- Accepted money orders, cashier checks and electronic debit payments.
- Great deductive reasoning, organized, can multi-task and honest.

Professional Work Experience

- | | |
|---|----------------|
| Bakery Manager | 2012 -2013 |
| Sprouts Farmers Market | Boulder, CO |
| <ul style="list-style-type: none">● Supervised 3 employees and responsible for all bakery operations.● Managed product inventory and sales in bakery department.● General office duties, win-win problem-solving technique, and adhered to new policies and guidelines.● Inventory checks on stocks, ordered supplies, and responsible for loss preventions. | |
| Stay at Home Mother | 2011 |
| Self Employed | Broomfield, CO |
| <ul style="list-style-type: none">● Cooked meals, laundered clothes, and housekeeping and performed home repairs.● Responsible for medical and nutritional needs - doctor visits, medications and vitamins.● Balanced and budgeted monies to ensure that all family needs were met.● Balanced and budgeted monies to ensure that all family needs were met. | |
| Customer Service Representative | 2009 – 2010 |
| Fresh Pack Produce | Denver, CO |
| <ul style="list-style-type: none">● Fantastic customer service - collaborated daily with customers and took their orders.● Electronic data entry; and responsible for quality control for co-workers data entry.● Solicited new business prospects, landed the accounts, and increased the profit margin. | |

Education

Business Management – Metro State University – Denver, CO – 2011
Medical Assistant – Everest College – Thornton, CO – 2008
General Equivalency Diploma – Front Range Community College – Westminster, CO - 2003