

Suzie Admin

12 Main St. | Clifton, NJ 07011 | 973-555-5555 | SuzieAdmin@gmail.com

Summary: Administrative Office Professional who is proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher, and Outlook), possesses excellent communication skills, and is capable of maintaining confidentiality and discretion at all times.

Highlights:

- Advanced Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook)
- Type Speed: 60 Words per Minute
- Bookkeeping
- Skilled in answering phones, taking messages, ordering and managing office supplies
- Confidentiality
- Presentation Development
- Meeting and Travel Support

Experience:

October 2015- Present

Cashier/Assistant Manager

Shell Gas Station – Clifton, NJ

- Manage 8 pumps and Convenience Store
- Help with putting orders together (Food/Drinks, Misc.)
- Manage cash drawer – make sure it's balanced at end of shift
- Help manage scheduling of shifts
- Do weekly, monthly and quarterly reports
- Help with maintaining cleanliness of the store & around pumps
- Provide excellent customer service

October 2013- October 2015

Cashier

McDonald's – Clifton, NJ

- Take orders from customers
- Help with putting orders together
- Manage cash drawer – make sure it's balanced at end of shift
- Help manage scheduling of shifts
- Help with maintaining cleanliness of the store
- Provide excellent customer service

Education:

American Institute – Clifton, NJ

- Certificate in Administrative Office Professional
September 2016