

# Suzie Admin

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## EDUCATION

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### **American Institute**

Diploma in Administrative Office Professional

GPA: 3.75

*Awards:* Dean's List

*Course Highlights:* Financial Office Practices, Advanced Microsoft Office, Technology in the Workplace, Microsoft Office Applications

**West Hartford, CT**

September 2016

## EXPERIENCE

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### **Wendy's**

*Head Cashier*

- 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
- Train new team members as cashiers

**East Hartford, CT**

October 2015-Present

### **YW East Hartford Early Learning and Childcare Center**

*Child Care Assistant*

- Maintained utmost discretion and confidentiality when dealing with sensitive information
- Scheduled meetings and appointments with parents of potential new students
- Managed classroom activities – arts and crafts with the children
- Typed documents ie; Report Cards for students

**East Hartford, CT**

October 2013- October 2015

## ADDITIONAL INFORMATION

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- Proficient in MS Office (Word, Excel, PowerPoint, Publisher, Outlook)
- Fluent in Spanish both in writing and verbally
- Strong written and verbal communication skills
- Skilled in answering phones, taking messages, ordering and managing office supplies
- Type Speed: 60 Words per Minute
- Skilled Bookkeeper