

## **Barbara Doe**

4000 South Kansas Avenue, Smithville, Florida 34446

Phone: 000-000-0000

Email: [bdoe@yahoo.com](mailto:bdoe@yahoo.com)

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### **EXECUTIVE ADMINISTRATIVE ASSISTANT**

#### **Business Management \_ Office Administration \_ Secretarial \_ Bookkeeping \_ Training \_ Legal Assistant**

Administrative professional with considerable expertise in both management and business administration. Goal oriented individual with strong leadership and technical computer skills. Possess the ability to effectively exercise independent judgment, discretion and confidentiality. An enthusiastic, loyal, trustworthy, conscientious, and self-motivated individual respected by co-workers and management alike.

- Skilled in Microsoft Word, Excel & PowerPoint
- Strong customer service skills
- Able to word process over 85 words per minute
- An excellent trainer
- Some experience with Dreamweaver
- Experience with Peach Tree and QuickBooks

### **PROFESSIONAL EXPERIENCE**

#### **Mortgage Company, Smithville, Florida**

##### **Administrative Assistant & Training Coordinator to Director of Training & AUS** 2002 to 2007

- Managed the scheduling of all company training and preparation of all training materials.
- Arranged all travel/hotel reservations for those attending classes & meetings throughout the country.
- Ordered supplies, and ordered and served lunches to classes.
- Took dictation and prepared correspondence, memos, training manuals, monthly reports and balanced monthly statements.
- Continually updated training department's intranet page via Dreamweaver and improved the site as needed.
- Answered multiple phone lines and performed customer service duties.
- Processed condo approvals through Fannie Mae.
- Assembled and reviewed loan files to be processed by underwriting & processing.

#### **National Bank, Smithville, Florida**

##### **Executive Administrative Assistant to President** 2002 to 2002

- Managed all accounts payable for Florida division and improved overall efficiency by 50%.
- Prepared all times cards and forms for payroll on a bi-monthly basis.
- Performed expense account reconciliation including accruals and prepaid accounts with 100% accuracy.
- Took dictation (shorthand) as required for the President and Vice President.
- Coordinated maintenance, repairs and renovations for all branches and additional rental spaces.

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**PROFESSIONAL EXPERIENCE (Continued)**

**Resources, Inc., Inc., Smithville, Florida**

**Executive & Personal Administrative Assistant to President** 1996 to 2001

- Managed company accounts including A/P, A/R, bank reconciliations, G/L & financial statement preparation.
- Preparation of extensive presentations to obtain new client publishers.
- Maintained insurance policies including property, life & automobile.
- Set up corporations, prepared all corporate documents and legal documentation.
- Took dictation (shorthand) as required by President & other management personnel.
- Made and maintained travel schedules and appointments.
- Hired and supervised office staff.
- Redesigned additional office space as we grew to accommodate new employees.
- Additional general office duties as needed including supply orders and maintenance of equipment and buildings.
- Maintained the President's personal accounts, schedules and appointments.

**Shale, Inc., Smithville, Florida**

**General Manager** 1985 to 1996

- Managed all phases of bookkeeping & accounting (A/R, A/P, and Payroll).
- Processed all incoming custom window treatment orders, purchasing and control of all inventory.
- Hired and trained all Customer Service Representatives.
- Supervised daily office tasks related to the management and operation of a wholesale window treatment manufacturer.

**EDUCATION**

**Santa Fe Community College, Gainesville, Florida, Legal Secretarial/Business Program  
Associate of Arts Degree**

State of Florida Notary Public, current commission expires April 2011

**References available upon request**