

ANDREA WELSH

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SUMMARY

An Administrative Assistant with extensive experience in all phases of office management and administrative support. A proactive and resourceful team player capable of managing multiple projects with little or no supervision. Strong organizational skills that create efficient and effective office workflow procedures. Areas of competency include:

- Office Management/Organization and Procedure Development that Maximizes Service Quality
- Development of Procedural Forms and Manuals that Improve Office Efficiency
- Ability to Manage Multiple Projects
- Accounts Receivable/Accounts Payable/Payroll and Inventory Control
- Strong Written and Verbal Communications Skills

Computer Knowledge: Microsoft Word, Excel, PowerPoint, Access, Lotus 123, Lotus Notes

WORK EXPERIENCE

Allied Systems, Ashland, MA 1998 – 2012
Administrative Assistant

- Processed all invoices by coding and creating purchase orders and daily reports
- Created daily inventory report of all truck and trailer units which ensured the proper maintenance, repair and dispatching of all vehicles
- Opened and closed all repair orders as well as maintained purchase orders
- Maintained inventory through purchases, stocking and physical count
- Acted as Shop Manager for two locations, as needed, overseeing up to nine mechanics

City of Georgetown Water Utilities, Georgetown, SC 1985 – 1998
Administrative Assistant

- Created a centralized numerical filing system that allowed all city departments to access records in a more timely and effective manner
- Setup new office system to manage all daily workflow for six departments
- Prepared and maintained complex record files, entered all payroll data and personnel records into system, maintained all inventory and the parts purchasing bidding process as well as prepared contracts when necessary
- Prepared and maintained complex financial and statistical data including budgets, spreadsheets, accounts payable and receivables
- Prepared reports for DHEC as well as monthly water, sewer and storm reports for state and county agencies
- Assisted public, recorded complaints and dispatched vehicles to designated jobs

International Paper Company, Georgetown, SC
Secretary to Controller/Accounts Payable Clerk

1983 – 1985

- Maintained an intricate numerical system for a major construction project
- Audited \$11M weekly construction payroll
- Generated detailed daily vendor financial reports to monitor all vendor expenses and costs
- Provided extensive administrative support in the areas of office management, department communications, scheduling and report generation

EDUCATION

Horry-Georgetown Technical College
AS, Business Administration (Honors Graduate, 4.0 GPA)