
DEPARTMENT ASSISTANT RESUME

Objective:

To obtain the Department Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills:

- Certified Department Assistant with great deal of experience in handling confidential information
- Operational knowledge with maintaining vehicle ID database and working with local police department
- Ability to conduct basic data analysis and information searches
- Ability to fill, retrieve, coordinate, copy, sort and handle mails
- Good and creative problem-solving skills
- Thorough experience in budget preparation and management
- Strong ability to work well under pressure to meet deadlines
- Excellent oral and written communication skills
- Strong organizational and strategic planning skills

Work Experience:

Department Assistant, August 2005 to till date
Case Western Reserve University, Joliet, IL

- Managed Card Access, CCTV and perimeter control systems in the facilities.
- Investigated internal theft of company and personal property in the facilities.
- Conducted periodic security surveys in the office that determined the hazards existed.
- Maintained files of all security related incidents that occurred in the offices and warehouses.
- Performed activities for lost & found and security closets.
- Liaised with local police department.
- Monitored security phones and games in the Operations Center.

Department Assistant, May 2000 to July 2005
Dallas County Community College District, Joliet, IL

- Coordinated meeting times, video conferencing, and schedule for entire staff.
- Provided assistance with research of services and product development as was needed.
- Assisted with review of administrative procedures and development of systems that assured compliance by all staff.
- Maintained inventory of office supplies and goods.
- Assisted in cost evaluation of vendors to maintain cost value and quality.
- Maintained master calendar of in-house meetings and schedules.

Education:

Associate Degree in Business Operations, Lake Tahoe Community College, South Lake Tahoe, CA

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