
FAMILY READINESS SUPPORT ASSISTANT RESUME

Objective:

Seeking the Family Readiness Support Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Strong working knowledge of community and social service agencies
 - Ability to apply required knowledge to office automation functions.
 - Ability to prepare correspondence and reports.
 - Strong knowledge of grammar, spelling, capitalization, punctuation and office terminology
 - Proficiency in using printer, fax machine and other office related equipment
 - Good typing skills
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Work Experience:

Family Readiness Support Assistant
Quarterline Consulting Services, Missoula, MT
August 2005 to till date

- Coordinated for facilities, speakers, and child-care.
 - Prepared, coordinated and distributed flyers, letters, calendars, and newsletters.
 - Ensured timely and accurate information is relayed to soldiers.
 - Performed general office clerical duties.
 - Performed word processing functions, typed forms, and maintained files..
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Education:

Bachelor of Science in Family and Consumer Sciences Education
St. Francis University, Loretto, PA

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