
OFFICE PRODUCTION ASSISTANT RESUME

Objective:

To obtain the position of Office Production Assistant position.

Summary of Skills:

- Ability to build rapport with a diverse workforce in multicultural settings.
- Proficiency with software covering wide variety of applications
- Flexible team player; effectively prioritizing multiple concurrent projects
- Proven relationship-builder with unsurpassed interpersonal skills
- Profound ability to perform miscellaneous job-related duties as assigned.

Work Experience:

Office Production Assistant
Ernst & Young, Louisville, KY
August 2005 to till date

- Assisted Administrative Coordinators with special projects.
- Developed policies for all business units; and assisted with business continuity data retention
- Managed to collect, transport, store and organize surplus departmental office equipment and supplies.
- Responded to inquiries and/or directed individuals to the appropriate area or assisted them with information.
- Provided back up for administrative positions.

Office Production Assistant
University of Minnesota, Louisville, KY
May 2000 to July 2005

- Assisted in processing applications, constructing folders; computing information.
- Scheduled and updated appointments for staff and maintained all office documents, correspondence and mails.
- Issued electronic benefit cards and maintained related records.
- Processed orders related to department programs, contacting program participants and determining eligibility.
- Assisted in computing billing information and maintaining records of payments.
- Monitored availability of informational forms, applications and handouts.

Education:

Associate degree in Office Administration
University of North Texas, Fort Worth, TX

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