



Sarah Johnson

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OBJECTIVE

To secure a Workforce Administrative Assistant position in a well-established organization with a stable environment

EDUCATION

ABC College Clarkston, GA

Associate in Business Administration

Anticipated Graduation Date: May 2014

RELATED ABILITIES/SKILLS

- Proficient with data collection, and data entry
- Proficient with Excel, Access, Power Point, MS Word processing and screen navigation
- Strong written and verbal communication, time management, organizational, multi-tasking, data entry and problem solving skills
- Self-motivated and able to work independently

EXPERIENCE

**AP Administrative Assistant,
Arris, Suwanee, GA
January 2014 – Present**

- Prepared expense reports to be scanned on a daily basis
- Performed daily Data Entry on vendor's information
- Handled day to day validation of employees' expense reports, including running and managing expense reports hold process
- Met and exceeded daily productions requirements
- Received training on scanning, probing, researching vendor invoices for AP department
- Received, sorted and distributed mails AP department
- Organized, collected, filed and recorded vendor's statements
- Communicated with vendors via telephone and email to provide current statements
- Acted as back-up for AP Administrative and handled other projects as assigned

- Loaded software images in PC equipment, added machines to the domain and configured as required
- Installed operating systems including Linux, Windows 7, Windows Vista, and Ubuntu
- Arranged and boxed control groups and expense reports numerically
- Multi-tasked in a fast pace environment

**Administrative Assistant,
AppleOne Staffing, Lawrenceville, GA
June 2012 – August 2012**

- Assisted with new-hire packet preparation and distribution
- Served as a liaison between potential candidates and temporary agency
- Faxed, scanned and filed contractors/employees documents
- Performed daily Data Entry on client's information and products
- Managed and maintained office filing and storage systems

**Administrative Assistant (Contract),
Adecco Staffing, Lawrenceville, GA
August 2012 – March 2013**

- Assisted with new-hire packet preparation and distribution
- Served as a liaison between potential candidates and temporary agency
- Faxed, scanned and filed contractors/employees documents
- Performed daily Data Entry on client's information and products
- Managed and maintained office filing and storage systems
- Handled various administrative duties as assigned

**Transportation Clerk,
Cargill Dressing, Sauces & Oil Gainesville, GA
2009 – 2011**

- Entered information into ERP system
- Organized and maintained reports to ensure accuracy of load plans
- Performed daily administrative duties as assigned
- Managed and maintained office filing and storage systems
- Served as an backup source of transportation planning, communication and information flow with the Customer Service team

**Equipment Tracking Clerk/Customer Service Administrative,
KCI USA, Norcross, GA
2006 – 2009**

- Scanned, filed and verified medical documents for image accuracy
- Entered required clinical and demographic data into the medical abstracting system
- Generated reports to identify medical equipment to be picked up
- Contacted customers via email and phone calls regarding retrieval of medical equipment and supplies

- Handled various duties as assigned

REFERENCES

Available upon request

BY: NYORE OSIOBE.

