

Amanda D. Sulkowski

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http://adsulli.wordpress.com

Highlights of Qualifications

Typing Speed of 65 WPM	Office Equipment	Pitney Bowes Postage Meter
Microsoft Office 2003 & 2007	MS Excel	Phone Skills
Microsoft Visio & Project 2003	MS Word	Punctual
Adobe InDesign CS3	Email	Hard Worker
Customer Service	Accounting	Positive Attitude

Relevant Skills and Training

Technical Skills/ Training

- Can use many different types of Printers, Copiers, and Fax Machines
- Very Skilled with Microsoft Office 2003 and 2007
- Excellent at making Phone Calls and Leaving Messages
- Worked with the public on a daily basis
- Capable of giving and taking directions
- 2 years in Business Professionals of America: placed 4th in the Nation for Extemporaneous Speech, 2003

Responsibilities

- Scheduled and Confirmed Appointments
- Followed up Appointments Made with Phone Calls or Email
- Filed Documents
- Database Entry and Updating

Employment History

8/2009-Present Admissions Assistant/ Student Employee Davenport University, Caro, MI
Office Equipment, Database Entry, Microsoft Office 2007, Phone Skills, Scheduling Appointments, Filing

4/2009- Present Photographer's Assistant TSS Photography, Ubly, MI
Familiar with Office Procedures, Customer Service, Capable of Giving and Taking Directions, Sales

08/2004- 12/2008 Production Floor Gemini Plastics, Ubly, MI
Reading Production Prints/CAD Drawings, Calibration of Measuring Devices, Mechanical Knowledge

12/2002- 08/2004 Cashier Village Mini Markets Inc., Ubly, MI
Oversaw General Maintenance, Accountable for Daily Inventory, Balanced Cash Drawer

Education

Davenport University
AAS – Administrative Technology 2010

Saginaw Valley State University
Dual Enrollment 2001-2003