

Amber L. Gillette
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Objective To obtain an administrative position where I can use my computer and clerical skills.

Professional Skills

- Microsoft Windows
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Adobe InDesign
- Filing/Editing
- Organized
- Office Procedures
- Telephone Skills
- Communication Skills
- Customer Service Skills
- Time Management Skills
- Personable
- Meticulous
- Calm under pressure

Education Howard Community College, Columbia MD / **Associate of Arts Degree in Journalism**
Towson University, Towson MD, Completion Date: 05/10

Employment Skills

- Developed ability to work in a fast-paced atmosphere
- Maintained excellent customer relations and developed customer rapport
- Diplomatically resolved customers complaints on as-needed basis
- Ability to work independently
- Ability to follow instructions well and make decisions with no supervision
- Maintained record-keeping procedures without error
- Effectively developed telephone communication skills

Employment History

Administrative Assistant/Verifications Specialist , All-Search Clerical, LLC, Hunt Valley, MD. The client was Pinkerton Consulting and Investigations.	05/09- Present
Receptionist/ Operations Coordinator , Employment Background Investigations, Inc, Owings Mills, MD	03/08 – 03/09
Evening Receptionist , Greater Laurel Health and Rehabilitation Center, Laurel, MD	08/05 – 01/08
Business Office Assistant , Greater Laurel Health and Rehabilitation Center, Laurel, MD	05/07 – 08/07
Editor-In-Chief of the Howard Community College Times , Student Newspaper, Howard Community College, Columbia, MD, Federal Work-study	01/06 – 05/07

Salary Requirement

Negotiable

References available upon request.