

Loyce Mitchell

San Francisco, CA

Phone: (415) 350-6428

Email: loycesailing@yahoo.com

Summary of Qualifications

- Over fifteen years of quality experience working as a Receptionist and Office Assistant
- Experienced in maintaining an office budget and hands-on data entry skills
- Excellent people skills, ability to manage high-flow demands between different departments and outside agencies
- Exceptional organizational ability; highly detail oriented
- Proficiency with: Windows OS, Microsoft Word, Lotus, File Make Pro, types 45 wpm

Professional Experience

Administrative Support

- Provided administrative support to the company owner, partners and Chief Financial Officer
- Oversaw all front desk operations and scheduled meetings in the conference room
- Managed the owner and CFO's calendars and made travel arrangements
- Acted as liaison between clients and other interoffice departments

Receptionist Skills

- Greeted and directed clients and onsite visitors to the appropriate personnel
- Managed an extensive multi-line phone system
- Processed incoming and outgoing mail, and maintained accurate building sign-in logs
- Confirmed member reservations and assisted guests with all inquiries

Customer Service

- Over fifteen years of customer service experience with the general public
- Ability to resolve customers' problems
- Provided friendly customer service with fast and accurate handling of all currency

Work and Volunteer History

Administrative Assistant	Signal Engineering	Mountain View, CA	2003 – 2008
Receptionist	St. Francis Yacht Club	San Francisco, CA	2001 – 2003
Administrative Assistant	IDG Ventures	San Francisco, CA	1999 – 2001
Administrative Assistant	KMD	San Francisco, CA	1997 – 1999
Volunteer	Little Brothers for the Elderly	San Francisco, CA	2000 – 2012

Education

High School Diploma	Los Altos High School	Los Altos, CA	1978
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September 9, 2013

Dear Hiring Team,

I am very much interested in applying for the Administrative Assistant position which was posted on Craigslist.

As my resume demonstrates, I have been in the service oriented business for over thirty years. I have found throughout the years that I love dealing with the public, and am skilled at it because I have a very outgoing personality, a positive attitude, and am an all-around happy person. I have a great aptitude for answering multiple calls at once with an ever-present smile in my voice. I am very reliable, and can be trusted with any request by a co-worker that the assignment will be completed in an efficient manner.

I look forward to a position of responsibility, and the opportunity to show you my applicable skill set. I have a strong work ethic and am very punctual.

I would like to schedule an interview to discuss the position and my unique qualifications further. I can be reached at loycesailing@yahoo.com or (415) 350-6428.

I look forward to speaking with you soon.

Thank you for your time and consideration.

Sincerely,

Loyce Mitchell