

Tammy Stager
96 S. 10th St.
San Jose, CA. 95112

408-455-8957

tlstager@gmail.com

To Whom it may concern;

I am currently working as an Intake Coordinator for Support Systems Homes drug and alcohol rehabilitation treatment center and I am a San Jose City College graduate with an Associates in Science degree. I have been with the same company for four years and currently make \$17.00 per hour. I am looking to expand my administrative skills and build up my business skills. I am skilled in all front office duties as well as computer and some accounting knowledge. I also possess excellent customer service skills and I feel I would be an asset to your company.

Thank you for your consideration and I will be looking forward to hearing from you.

Sincerely,

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Objective

Full time position working with an accredited company with an emphasis on administrative and front office duties.

Profile

Motivated, personable business professional with AS college degree. Talent for quickly mastering new material, ability to multitask under pressure. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting stringent confidentiality guidelines pertaining to filing and charting.

Flexible and versatile-able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend from one task to another in a busy environment.

Skills Summary

Skills proven by 4 years of administrative duties working with an accredited company as an intake coordinator. Extensive knowledge of all front office duties. Limited knowledge of QuickBooks and AR/AP.

Professional Experience

Communication: Reports/Presentations

- Prepare documents, memos, legal and confidential material.
- Answer heavy phones in a professional manner.
- Communicate with customers and provide excellent customer service.
- Oversee time sensitive material as well as make sure all company standards are upheld in purchase orders and invoices.
- Complete knowledge of data entry, and all Microsoft office procedures including excel, word and PowerPoint.
- Type 60 wpm, 10 key efficient.

Customer Service/Problem Solving

- Oversee front-office operations and provide impeccable customer service.
- Ability to diffuse crisis situations.

Education

San Jose City College Graduate

Alcohol and Drug Studies Certificate Program Graduate

AS Degree

Certification: CAADAC II

Major Alcohol and Drug Studies/Psychology

Secondary major administration/clerical

Grade Point Average 3.59

Contact Information

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References

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Rhonda Moles 707-294-4739