

# Hello I'm Shelly W. Zwijsen

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## Skills

Strong Work Ethic- Punctual, Fast paced and can multi-task, Adept to receiving and following instructions. I am solution oriented. Friendly customer service and work well with others. Clean and organized.

Shipping and receiving, customer service, purchase orders, inventory, dispatch and appointment scheduling, data entry, credit checks and light bookkeeping.

## Experience

APRIL 2007 - OCTOBER 2014

**Company Name, Location** - *Administrative Assistant*

- Purchase orders and confirmations, data entry and filing.
- Shipping and receiving.
- Customer service, answer phones and light bookkeeping.

JANUARY 1999 - MARCH 2008

**Company Name, Location** - *Office Manager*

- Customer service, appointment scheduling and dispatch.
- Data Entry, faxing and filing.

FEBRUARY 1991- JUNE 1994

**Company Name, Location** - *Leasing Consultant*

- Customer service and sales.
- Credit checks, data entry and bookkeeping.
- Answer phones, made the move-in file folders for the residents, faxing and filing.

## Education

JANUARY 1988-JANUARY 1989

**College Name, Location** - *San Joaquin County Vocational*

Completed and certified in computerized clerical training.