

Janet Tedsen
(415) 535-8964
Janet.tedsen@gmail.com

Highlights

- Ten years' Clerical experience including: Office Management, Files and Records Coordination, Database Technical Support, Budgeting, Purchasing, and Problem-Solving
- Able to coordinate office operations using terminology, processes, and practices
- Proficient with MS Office including MS Word, MS Excel and MS Outlook, and skilled with Adobe, Salesforce, Paragon, QuickBooks and proprietary database software
- Excellent organizational ability in fast paced environments
- Exceptional Customer Service, known for etiquette and confidentiality
- Specialized in Temporary Administrative Assistance in multiple industries

Work Summary

Tour Guide High Hill Ranch Placerville, CA 09/16 - 11/16 Short Term

- Maintained high level of leadership, stamina and organization to manage groups for long periods of time.
- Incorporated fun presentation material, and kept both adults and children entertained.

Account Clerk Blue Ribbon Placerville, CA 06/16 - 10/16 Short Term

- Received, sorted, disbursed and processed mail with efficiency.
- Ensured finance department practices and procedures in a medical center, input data and ran reports and filed; used MS Excel and Paragon system as assigned.

Donation Processor Snowline Hospice Placerville, CA 02/16 – 06/16 Short Term

- Sorted thousands of donations, determined values, and logged completed racks.
- Maintained verbal communications and understanding to meet changing objectives.

Admin Assistant EDC Chamber Placerville, CA 11/15 - 02/16 Short Term

- Answered phones, screened calls, provided a wide variety of information in the front office.
- Managed projects using ChamberMaster software, conducted research, and created basic graphics and spreadsheets with Adobe, MS Excel and MS Word.

Server Global Gourmet San Francisco, CA 11/14 - 11/15 Short Term

- Carried event inventory, set up and served guests at a variety of locations, and learned new information at each event.
- Maintained professionalism and energy over long periods of time to provide exceptional experiences to attendees.

Admin Assist OfficeTeam San Francisco, CA 09/12 – 11/14 Short Term

- Managed various tasks for mail projects, such as printing files using MS Excel.
- Learned new systems for assigned payroll project, processed wage garnishment requests from multiple entities including Tax Levy Federal, and multi-state Child Support.