

# ANGELA LOVE

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## Summary

Versatile receptionist offering administrative experience in both corporate and non-profit office environments.

## Highlights

Access, Excel, Word ,Lotus, Power Point, Outlook, Lawson HR software

## Accomplishments

Successfully planned and executed corporate meetings, lunches and special events for employees.  
Increased office organization by developing more efficient filing system and customer database protocols.

## Experience

### Insert Machine Operator

6/24/2016- 9/16

StaffForce@Kubra - Coppell, Tx

- Operates gunther inserting equipment
- Performs quality control during each mailing to ensure product meet USPS requirements .
- Maintains equipment and identify repairs if needed
- Sorts mail according to postal statement
- Performs basic machine setup and operation
- Performs basic camera setup and operation
- Pulls required materials from inventory locations
- Reconciles and balances job paperwork for accuracy

- Returns job materials to inventory locations
- Performs end of shift clean-up activities
- Loads materials into machine
- Place labels in trays and palletizes finished output
- Performs quality checks at begining of job

**Machine Operator / Machine Cleaner**

June 2016 to June 2016

StaffForce@ Clements - Lewisville, Tx

- Kept peanut butter jar machine running at optimum speed.
- Light cleaning of machine from peanut butter spills.
- Operated fast paste assembly machine.

**Insert Machine Operator/QC Inspector**

January 2015 to December 2015

Adecco@Broadridge - Lewisville, TX

- Set up production machine for daily task according to job start
- Inserted preselected material and fed envelopes through feeder.
- Added funds to meter as needed and oversaw table help and mail examiners
- Insured machine ran at optimum level at all times.
- Performed light maintenance such as oiling blades, dusting and oil removal.
- Conducted Quality control sign off's daily
- Kept machine running by removing any paper jams.
- Met daily production goal, kept production log, filled out routine paper work.
- Trained table helper and take off examiners, as they changed frequently.

**Human Resource Assistant**

Dec 2008 to Dec 2009

Superior Search - Addison , Tx

- Assisted HR department with updated employee information
- Filed all of company's confidential documents.
- Assisted with various assignments as needed.
- Data entry, keyed sensitive data into access.
- Heavy filing daily.

**Receptionist /Administrative**

Primerica - Desoto tx

Jan 2008 to Nov 2008

- Greeted and assist visitors as well as lead them to their host.

- Answered phone calls on multi-line phone, filing, document copies, orientation coordination.
- Assisted the Regional Vice President by calling and setting up interviews as well as booking office meetings.
- Created spread sheets using excel and word. Assisted the company's purchasing department with various assignments.
- Controlled and ordered all office supplies. Arranged transportation for regional vice president.
- Created front lobby presentations using power point.

**Health Care Technician**

Jun 2005 to Apr 2007

**Sunrise Home Health Care- Garland , Tx**

- Assisted patient with dressing, grooming, eating, bathing, positioning turning and exercise.
- Provided transportation to and from doctor's appointments.
- Assist patient with cooking, cleaning and provided companionship.

**Front Desk Receptionist**

Feb 2003 to Dec 2004

**JAS Corporation - Claxton, GA**

- Answered incoming calls as well as order lunch.
- Printed and scanned documents as well as keyed data for accounting department.
- Greeted and assist visitors as well as assisted all departments as needed.
- Created spreadsheets and word documents for HR.
- Updated employee information daily.

**Customer Service Rep**

Jan 1999 to Mar 2002

**Healing Clinic Ministries - Claxton, GA**

- Call center inbound and outbound calls.
- Resolved charity issues in a timely manner.
- Placed calls nationwide for charity amos.

**Education High School Diploma 2000**

Cornerstone High - Lithonia , GA, USA

**Skills**

accounting, acid, Administrative, attention to detail, communications skills, cooking, customer service skills, filing, HR, Lawson, Lotus, meetings, Access, Excel, office, Outlook, Power Point, Word, multitasking, organizational skills, positioning, presentations, problem solving, purchasing, Receptionist, safety, self starter, spreadsheets, spreadsheets, supervision, team player, phone, transportation, vision, excellent written and verbal communication skills.