

Rebecca Roberson
(916) 502-7129
becca157@gmail.com

EMPLOYMENT HISTORY

February 2011 – November 2016 Motor Vehicle Assistant	Revenue Services Support Unit, D.M.V. <ul style="list-style-type: none">. Analyze vehicle registration and driver license Applications. Keys dishonor checks & delinquent registration accounts. Balance the RR 30 Report daily. Sort & file incoming field office suspense work/mail
December 2001 -February 2011 Motor Vehicle Assistant	Motor Carrier Operations, DMV <ul style="list-style-type: none">. Responsible for processing renewals, deletions & refunds. Sort, Assemble, Issue Indicia and pull pro rate documents. Cashier, Audit of fees from member jurisdictions on ADM 173. Pickup & Deliver items, Open, Dateline, Stamp Incoming mail. Process Insurance Certificates and cancellations on DIR. Communicate written correspondence by phone & email
April 1998 – December 2001 Service Assistant	Micrographics, D.M.V. <ul style="list-style-type: none">. Lead Clerk, receive, process release registration and DL. Keying record information into Access database. Operate Kodak image link 70 camera for Microfilming. Use Excel, generate monthly staffing schedule for incoming work
January 1999 – Present Secretary	Volunteer, Higher Heights AOH Church <ul style="list-style-type: none">. Responsible for preparing and reading weekly Announcements. Collect and record the weekly cash & check offerings for bank deposit. Make copies, complete Inventory supplies & office equipment

Skills

Operating Systems:	Windows 98, 2000, 2007, XP
Software:	MS Office: Excel, Word, PowerPoint, Outlook, Access