

Rebecca Roberson

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## **EMPLOYMENT HISTORY**

February 2011 – November 2016

Motor Vehicle Assistant

### **Revenue Services Support Unit, D.M.V.**

- . 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**

- . 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.**

- . 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**

- . 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