

**Angela Burberry**

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**OBJECTIVE: ADMINISTRATIVE SERVICES ASSISTANT TO:**

Operations Mgrs., Controllers, Facilities Mgrs., Purchasing Mgrs.; to provide services, control costs while eliminating waste through Cost accounting, and procedural functions.

**JOB SKILLS: ACCOUNTING ASSISTANT:**

Customer and bank account management by reconciliation, Cost accounting, and Financial reporting using Microsoft Excel spreadsheets for Accounts Payable clearing account, bank statement clearing account and GL posting by Cost centers and Asset type for Purchasing Department.

**FACILITIES ASSISTANT:**

Assist in everyday operations for building; offering services to departments for document storage and destruction, janitorial, mail room, meeting room set-up, space planning to including special events, and other assistance as required.

**OPERATIONS ASSISTANT:**

Assist in daily operations through writing of policy and procedures for the organization, departments, or job descriptions.

Keep accurate minutes for regular operational meetings held with department managers and Operations Mgr.

Negotiate contracts for equipment and their servicing, set-up record keeping for equipment maintenance, and accounting depreciation allowance calculations.

**PURCHASING ASSISTANT:**

Meet with vendors that provide business stationery, copy paper, furniture, kitchen supplies including coffee and water, office supplies, and printer supplies, on regular basis to control costs and learn of new products and services.

Write policy and procedures controlling how managers purchase for their departments to control expenses, cut costs, and improve accountability.

Submitting reports as requested or needed.

**RECEPTIONIST / SWITCHBOARD OPERATOR:**

Act as the first-line representative for company to customers, vendors, and service providers.

Maintain communications through multi-line phone system to customers, managers, and employees.

Establish and maintain records for tracking incoming phone calls by department to determine call volume and areas of service improvement.

Create and maintain telephone list for use at multi-line phone switchboard, by departments and employees.

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**TECHNICAL SKILLS:**

**COMPUTER:**

Microsoft Office Professional 2000, MS Word, MS Works, Excel, Microsoft E-mail services on the Internet and Outlook on business network.  
(Currently seeking certification for MOS on E-learning.com)

**FILING:**

Alphabetic, and Numeric systems including color-coding in large file systems. Familiar with document retention and destruction plans.

**OFFICE MACHINES:**

Adding machines, copiers, fax machines, printers, and typewriters

**SPECIAL ACHIVEMENTS:**

- Solved problems with the creation of Purchasing Department, Cost Accounting System, equipment repair records for Accounting Department and Operations Department that netted a savings of \$50,000 to \$75,000 a year, for six years.
- Wrote policy and procedures for governing purchasing by departments and their managers.
- Created, implemented and completed file room conversion of 3,000 account Trust Department and its move after merger.
- Maintained communications between customers, Trust Officers, and employees during a period of “downsizing”.

**EMLOPYMENT HISTORY:**

Currently signed with ABC Co, DEF Co, and GHI Temp agencies	7/18/2006 to present
Temporary Assignments:	
XYZ Temp Agency (Apple Bank)	7/1/2006-7/16/2006
ZYX Temp Agency (Advanced Co Project)	9/2005-10/2005
Caregiver:	1/21/2006-6/30/2006
Actively seeking work in Doylestown, PA	5/2004-8/2005
ABC Financial Services (Testing Waters for Financial/ Insurance Broker)	3/2004-5/2004
Actively seeking work outside of State of PA (San Diego, CA)	8/2003-5/2004
Switchboard Operator / Purchasing Agent, XYZ Bank / United Bank & Trust, Doylestown, PA	3/1995-9/2003
Temporary Assignments:	1/1994-12/1994
Records Mgmt. Spec. Trust Dept. Receptionist, Reconciliation Spec., Bond Trns. Spec. Action Bank, Doylestown, PA	4/1980-9/1993

**EDUCATION:**

AAS. Accounting, ABC University, Doylestown, PA