

Marjorie Barnes

Address

Address

Phone Email

OBJECTIVE

To contribute to your organization's success through the use of exceptional customer service, managerial, and people skills.

QUALIFICATIONS

- Solid managerial and administrative experience
- Exceptional versatility and adaptability.
- Dedication and drive as a hard-working individual.
- Superlative communication and team-building skills.
- Ability to manage multiple tasks in a pressured environment.

PROFESSIONAL SKILLS

INTERPERSONAL AND TEAMWORK SKILLS

- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, and performance appraisals.
- Interacted with a wide variety of personalities while scheduling meetings/appointments and making travel arrangements for executives.

CUSTOMER SERVICE AND SALES SKILLS

- Interacted with clients and utilized excellent organizational skills to arrange and coordinate special events that include weddings, receptions, and holiday parties, as well as everyday lunch and dinner planning.
- Delivered excellent customer service and conducted in-house sales promotions while functioning as food server, beverage server, and hostess.
- Oversaw daily sales operations at country club.

MANAGERIAL AND SUPERVISORY SKILLS

- Proved multi-tasking abilities by scheduling and supervising staff, consisting of kitchen workers, bartenders, and food servers while functioning as clubhouse assistant manager at country club and simultaneously serving as pool manager and swim instructor.
- Served as right hand to lead managers of entertainment company in an administrative assistant capacity.

QUANTITATIVE SKILLS

- Completed and submitted invoices and process for payments.
- Handled expense reports with account summaries.
- Consistently entrusted with large sums of money.
- Maintained inventory control.
- Demonstrated knowledge of and accountability for payroll and employee records, daily sales operations, and profit and loss statements, including inventories, labor, petty cash, bank deposits, change orders, and bank deposit verifications.
- Managed petty cash, payroll, inventory, member statements, accounts receivable, and payable.

COMPUTER SKILLS

- Proficient in using personal computer skills through CompUSA training in such programs as Microsoft Windows, Microsoft Word, Excel, Access, PowerPoint, and Visio. Additionally, use WordPerfect, Lotus 1-2-3, Peachtree, Microsoft Publisher, ClarisWorks, First Choice and First Publisher for word processing, spreadsheet, and graphic design, including internal/external correspondence, reports, procedure manuals, and presentations.
- Create and distribute a variety of reports using Access and Excel.

EMPLOYMENT HISTORY

- Administrative Assistant, Blue Ribbon Technologies, Inc., Pasadena, CA, 4/98 to Present
- Beverage Server, The Brew Station , Pasadena, CA, 11/97 – 4/98
- Office Manager, City of Entertainment, Pasadena, CA 1/97 – 12/97
- Bellringer Buffet , Pasadena, CA, 8/96 – 12/96
- Clubhouse Assistant Manager, Golden Bear Country Club , Pasadena, CA, 2/94 – 8/96

EDUCATION

California State University, Northridge -- 1999

General Studies, Marketing and Management. Alumni Member of Alpha Delta Pi.

Boswell Secretarial College, Pasadena, CA -- 1991

Associate in Applied Science. Specialized in Accounting, Business and Office Management.