

RITA CRESSY

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Position Sought

Administrative/Office Assistant

Academic Qualifications

March 24, 1973 Associate in Applied Business Degree from Youngstown State University, Ohio

Education

1971-1973 Youngstown State University. Associate in Applied Business Degree
1981-1982 Gateway College of Evangelism, Florissant, Missouri. Christian Education

Work Experience

January 02 to Present Office Assistant
Temporary staffing with various agencies including American Staffing Resources and Careers USA
Assignments included E. Dillwyn Darlington, Esq., Thomas H Baker, Esq., and Advertising Specialty Institute. All of these assignments required skills with various office equipment and computer programs such as MS Word and MS Excel. At Advertising Specialty Institute received a couple letters of appreciation.

June 88 to Dec. 2001 Editor's Assistant
W.B. Saunders Company, Curtis Center, Philadelphia, PA 19106-3399
Advanced secretarial administrative skills ensuring the timely production of medical clinics. Have assumed responsibilities for the author reprints, monthly status reports, and ordering supplies. Revised reprint price tables thereby increasing revenues by 5%. Also have handled all invoices for the department, including freelance invoices, and supervised temporary help. Received letters of appreciation from University of Pennsylvania and others.

August 87 to June 88 Secretary
Adecco (formerly Olsten Temporary Services), Philadelphia, PA 19103
Clients were ARCO, Sun Oil Company, and W.B. Saunders Company. Duties included financial reports and executive secretary to Credit Department manager. Received letter of appreciation from ARCO.

April 87 to August 87 Tax Examiner
Internal Revenue Service, Philadelphia, PA 19114
Examined personal and business tax forms, accessing the government computer system with adjusted information data.

Special Skills

MS Word, Corel WordPerfect, Sun Microsystems Star Office, Open Office
MS Excel, QuatroPro, Lotus 123
MS Access, dBase, Alpha Four
MS Windows, Linux, X Window System, DOS
Philadelphia Linux Users Group

References

Randy Hendrickson, Former Manager
Editorial Operations
W.B. Saunders Company
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Margaret T. Ennis
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Elizabeth Bennett–Bailey
Acquisitions Editor, Clinics Department
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