



**NANCY ROSE**

4589 Mine Road  
San Francisco, CA 95876  
(415) 555-2198

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**Objective:** An Administrative Assistant position

**Highlights:**

- Extensive PC experience.
- Proficient in all facets of Office Administration.
- Effective interaction with customers, vendors and all levels of management.
- Expertise in interviewing and training.
- Ten years experience as a senior level secretary.

**Qualifications:**

**Technical/PC**

- MS Word for Windows, MS Word, WordPerfect, MultiMate, DisplayWrite IV and Wang Word Processors.
- Lotus 123, Microsoft Excel.
- dBASE III, Act, Paradox.
- Microsoft Windows, networks, DOS, PC maintenance and backup.

**Executive/Secretarial**

- Extensive experience arranging domestic and international travel.
- Correspondence, office maintenance, supplies, mail, switchboard, filing, proposals, and marketing mailings.
- Coordinate meetings, seminars, prepare board-member packets and social functions.

**Customer Support/Sales**

- Respond to customer inquiries by phone and in-person.
- Maintain sales and customer database.
- Prepare various reports and sales forecasts.
- Mail out literature requests.

**Employment:**

**FineArt Corporation**  
Administrative Assistant

**San Jose, CA**  
1991 to Present



**The Bent Company**  
Administrative Assistant

**San Ramon, CA**  
1991

**Sunny River International**  
Sales Coordinator

**Richmond, CA**  
1987 to 1990

**Vulcan Property Management**  
Assistant Manager/Leasing Consultant

**Pleasanton, CA**  
1986 to 1987

**Education:**

**Los Angeles Industrial College**  
Secretarial/Business Administration

**Van Nuys, CA**

**Kingsley College of Business**  
Secretarial/Medical Terminology

**Van Nuys, CA**