

TIMOTHY SMITH
451 Country Road
Anywhere, CT 06111
(860) 987-6543



OBJECTIVE:

To obtain an administrative assistant position which would utilize my clerical administrative skills and offer opportunity for growth.

SPECIAL SKILLS:

Excellent interpersonal and communications skills.
WordProcessing (Word Perfect & Word for Windows), Spreadsheet (Lotus 1-2-3)

EDUCATION:

CAPITAL COMMUNITY TECHNICAL COLLEGE
May 1991 Hartford, CT 06105
Degree A. A. Liberal Arts

EMPLOYMENT:

5/94 to present

The Institute of Living; Hartford, CT

Unit Secretary, Child and Adolescent Unit

Responsible for maintaining patient charts, entering patient data on database, transcribing medication orders, tracking and paging medical personnel. Relaying patient records to other treatment facilities and fielding incoming phone calls.

9/88 to 6/92

University of Connecticut School of Law; Hartford, CT

Administrative Specialist, Registrar's Office

Answered telephones, filed documents, produced letters for certification and deferment, proctored exams. Registered students for courses, proofread grade sheets, registration materials, exams and course schedules, computed grade point average, interacted with students, faculty and staff.

6/86 to 6/88

Pratt & Whitney Aircraft; East Hartford, CT

Clerk, Factory Finish Stores

Held various summer and school work-study positions. Filed, answered telephones, inventoried parts, distributed requisitioned parts, operated parts carousel and prepared time cards.

REFERENCES:

Available upon request

