

Kathy C. Collins

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SUMMARY

Multi-task oriented with strong organizational and people skills. Thorough familiarity with accounting, inventory, time management, expense reports, travel and event planning.

Skills

60 w.p.m.
 Adobe PageMaker
 Word Perfect
 Microsoft Word
 Microsoft Excel
 Meeting Manager
 ACT
 Duke Nukem

Education

BA in Business Management,
 Fresno State, 1986
 Time Management for Teams Seminar,
 Riley Design Institute, 1993

EXPERIENCE

Administrative Assistant, 6/96 to present

Robinson and Associates, San Jose, CA

- Provided administrative support to the Trade Show Manager and five permanent employees.
- Wrote monthly accounting report analysis and handled daily interaction with accounting.
- Tracked all departmental expenses.
- Generated lead report updates.

Administrative Assistant, 4/93–6/96

Equity Property Management, San Francisco, CA

- Maintained real estate office for fifty agents and two brokers.
- Set up computer system for agent tracking and monthly invoicing.
- Coordinated monthly off-site meetings.
- Proposed and arranged for guest speakers at monthly meetings.
- Handled all travel and meeting arrangements.

Property Manager, 2/90–4/93

Magellan Properties, San Francisco, CA

- Managed two hundred residential and twelve commercial accounts.
- Prepared budgets for construction and sales divisions.
- Supervised five on-site managers and one in-house administrator.
- Interacted with tenants, vendors, and property owners on a daily basis.

Sales Assistant, 11/88–2/90

Alexander Corporation, Mill Valley, CA

- Provided clerical sales support to sales representatives.
- Assisted customers with technical support.
- Coordinated sales and shipping with international and domestic companies.
- Managed mass mailings of sales materials and data sheets for trade shows.
- Performed general clerical tasks including faxing, typing and filing.