

Vanessa C. Daniels

vanessa.daniels @ some-email.ca | 604-555-5555

SUMMARY

- More than 3 years experience working as an administrative assistant
- Able to work with diverse individuals in an office setting
- Worked with various software programs, such as Word, Excel, PowerPoint, Publisher, and Access.
- Detail-oriented and able to follow instructions
- Experienced with data entry, answering phones, filing, and handling confidential documents

EXPERIENCE

Vancouver Community College

October 2015 – present

Continuing education assistant

- Assist students with the admissions process
- Answer telephones
- Operate the fax machine and copier
- Check student files
- Perform other clerical/administrative duties

Sheraton Vancouver Wall Centre Hotel

June 2014 – September 2015

Front office administrative assistant

- Performed accounting functions
- Accounts receivable/payable
- Entered accounting data
- Answered telephones
- Reviewed and prepared petty cash for distribution

Telus Mobility

January 2014 – June 2014

Sales associate

- Assisted with sales of mobile phones and accessories
- Attracted new business
- Managed customer accounts online

EDUCATION

- Bachelor of Business Administration, Kwantlen Polytechnic University, May 2014
- Certificate in Office Administration, Vancouver Community College, May 2013

AWARDS & MEMBERSHIPS

- Member, Association of Administrative Professionals, July 2015 – present
- Sales Associate of the Month, Telus Mobility, March 2014