Anne M. Kennedy

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| 6713 Bywood Road  Orlando, Florida 32810 | (407) 373-8628  Amkennedy72@gmail.com |

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| **Summary** |
| Energetic, outgoing and results-oriented worker, eager to bring outstanding organizational and soft skills to a growing or established company in need of top level administrative staff. Effective multi-tasker, proficient in most office technologies with excellent communication and relationship-building skills. |

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| **Office Skills** |
| * Microsoft Office, OpenOffice and Google applications * Multi-line phone and Interactive Voice Response systems * Office equipment: printers, scanners, copiers, fax machines * Typing and dictation: 70 words per minute |

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| **Employment History** |

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| **George’s Bar & Grill**  Aug 13 – Present  *Shift Manager* |
| * Perform all back-end and front of house duties * Perform end-of-shift inventory and close-out operations * Loss prevention and reconciliation * Event planning and coordination | |

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| **Groupware International**  Jul 07 – Mar 08  *Dispatcher* | Orlando, FL  (407) 522-9400 |
| * Provide phone support for Brighthouse customers and representatives * Provide navigation assistance to field technicians * Data Entry / Billing Authentication * Route cable technicians for the satisfactory on-time completion of appointments | |

**Employment History (continued)**

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| **Bekins of South Florida**  Mar 05 – June 07  *Executive Administrative Assistant* | Ft. Lauderdale, FL  (954)776-2226 |
| * Provide customer service for Bekins customers * Answer and route calls over multiline phone system * Coordinate and schedule cross-department meetings * Sales material authoring and appointment management * Processing loss and damage claims * Management of internal records and sales transaction data * General office resource management and supply ordering * Represent the company in extracurricular activities and job fairs | |

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| **ZLB Bioplasma**  Jan 05 – Mar 05  *Clerical Temp Assignment* | Boca Raton, FL  (561) 981-3700 |
| * Duplicate donor records and fax to respective donation centers * Populate and manage index of donor records * Creation of inventory lists | |

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| **Burke Investigative**  May 04 – Dec 04  *Clerical Temp Assignment* | Fort Lauderdale, FL  (954) 522-6194 |
| * Data entry of sensitive legal documents * Duplication and processing of incoming documents * Invoice creation and management * Tracking of document distribution to ensure satisfaction of court * Correspondence with cooperating law firms in joint cases | |

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| **Ranger Construction** (temp assignment)  Feb 04 – Apr 04  *Clerical Temp Assignment* | Fort Lauderdale, FL  (954) 432-3522 |
| * Answer phones and route calls * Maintain radio contact with truck drivers * Record management for temporary drivers and equipment rentals * Scheduling and routing of materials delivery * Collection and proofing of time data for payroll * Preparation of Division weekly reports * Expense tracking and supply ordering | |