Anne M. Kennedy

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| 6713 Bywood RoadOrlando, 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
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**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
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