

ANNA VANCE

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Alternate Phone Number: 520-414-6440

Generic position where my generic experience can be fully utilized to improve customer satisfaction and enhance the company brand name.

Work Experience

Administration Manager

Camping World

Mesa, AZ

September 1987-Present

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
- Answer telephones, direct calls, and take messages
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints
- Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer
- Compile, copy, sort, and file records of office activities, business transactions, and other activities
- Review files, records, and other documents to obtain information to respond to requests
- Compute, record, and proofread data and other information, such as records or reports
- Complete work schedules, manage calendars, and arrange appointments
- Monitor and direct the work of lower-level clerks
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters
- Inventory and order materials, supplies, and services
- Train other staff members to perform work activities, such as using computer applications

Education

High School Diploma or Equivalent, General Studies

Casa Grande

Casa Grande, AZ