**508 E. 6th Street**

**Casa Grande, AZ 85122**

**520-350-4259 Mobile**

**mn558105@gmail.com**

**Marsha Newman**

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**OBJECTIVE** Seeking a full-time Administration position with a well-established and reputable organization, where skills and experience will be utilized to contribute to the continued success of the company.

**SUMMARY OF QUALIFICATIONS**

* Retail Banking and Check Processing Proof Machine Certified.
* Excellent customer service skills as demonstrated by courteous and trustworthy interaction with customers.
* Competent to set and achieve all stated goals.
* Work well independently and with other team members.
* Dedicated to learning new skills.
* On-time and reliable to work all assigned shifts.

**PROFESSIONAL EXPERIENCE**

***Administration***

* Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
* Answered telephones, direct calls, and take messages.
* Communicated with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
* Opened, sorted, and routed incoming mail, answered correspondence, and prepared outgoing mail.
* Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities. Typed formatted, proofread, and edited correspondence and other documents, from notes, using computers or typewriters.
* Added new material to file records or created new records as necessary.

***Finance/Payroll Clerk***

* Reviewed time sheets and other information to detect and reconcile payroll discrepancies.
* Processed paperwork for new employees and entered employee information into the payroll system.
* Verified attendance, hours worked, and pay adjustments, and posted information onto designated records.
* Processed and issued employee paychecks and statements of earnings and deductions.
* Kept track of leave time, such as vacation, personal, and sick leave, for employees.
* Distributed and collected timecards each pay period.
* Issued and recorded adjustments to pay related to previous errors or retroactive increases.

**WORK HISTORY**

**Adecco Temp Agency** Casa Grande, AZ 08/2012 – Present

*Production*

**Gila River Health Care** Sacaton, AZ 04/2005 - 09/2015

*Finance/Payroll - Claims clerk*

**ATR International** Casa Grande, AZ 07/2011 – 02/2013

*Production*

**Gila River Wildhorse Pass Casino** Chandler, AZ 03/2008 – 07/2011

*Security Officer*

**Wal-Mart** Casa Grande, AZ 11/2000 – 02/2003

*Cashier*

**EDUCATION**

Maricopa Skill Center *(Certificate/Retail Banking)* Phoenix, AZ 1987

Casa Grande Union *(Diploma)* Casa Grande, AZ 1987