

EXPERIENCE

Frost, PLLC, Little Rock, AR

Receptionist / Administrative Assistant

Dec 2014–present

Maintained Thomson Reuters Checkpoint Marketing eNewsletter and member database
 Maintained quarterly internal newsletter by coordinating articles with partners, managers, and staff, including photos of new hires, events, advertisements, and company news, formatting layout and final editing/publication
 Assisted with the concept, design, and implementation of the Frost careers site
 Assisted the HR Director with new hires, employee packets, and filing
 Assembled digital new hire packets and guides
 Created and maintained Excel spreadsheets for recruiting and hiring procedures
 Scheduled recruiting events and assembled recruiting items for each event
 Created and maintained quarterly evaluations
 Answered multi-line phone system and assisted clients upon arrival
 Sent/Received e-mails and scheduled meetings/conference calls in Outlook 2010
 Sent/Received packages via Courier and FedEx
 Maintained Receptionist Relief and Mail schedules
 Trained new employees on company policies and procedures
 Planned birthday cake orders, recruiting events, office holiday parties, and annual parties

Robert Half OfficeTeam Division, Little Rock, AR

July 2014–Dec 2014

Temporary Agent

Receptionist at a CPA Firm in Little Rock - Sep 15, 2014 - Dec 12, 2014

Answered calls and transferred clients using a 99-extension phone line
 Sent/received e-mail, viewed conference room schedules, and maintained office tasks using Outlook 2010
 Filled out courier slips and package information / Validated parking
 Planned monthly birthday cake orders, recruiting events, and holiday office parties

Receptionist at a Title Company in Little Rock - Jul 10, 2014 - Sep 12, 2014

Greeted and assisted clients
 Answered calls using a two line Toshiba phone system and transferred client calls
 Sent and Received e-mail and viewed daily schedule on Microsoft Outlook 2010
 Created address labels, weighed mail for postage, and sealed for delivery

UAMS Bookstore, Little Rock, AR

Aug 2011–Sep 2011

Temporary Retail Clerk

Greeted customers upon entry to the store
 Answered Bookstore phone and customer inquires
 Created, maintained, and audited Microsoft Excel spreadsheets
 Audited receipts for customer overcharge reimbursements

EDUCATION

Academy of Art University, San Francisco, CA

2009–2014

A.A. Web Design: New Media GPA 3.92

VOLUNTEERISM

Make-A-Wish Mid-South, Little Rock, AR

2013–Present

Young Professionals Member

Young Professionals t-shirt design artist
 Lip Sync Battle 2017 - Committee Member / Volunteer
 Birthday Bash celebrating 30 years 2016
 Evening of Wishes 2015
 Various office and organizational duties as needed

Cystic Fibrosis Foundation, Little Rock, AR

2012–Present

Volunteer

Taste of the Finest & Breath of Life Gala

Entered sponsor data into spreadsheet
 Event set up/clean up, server, and silent auction attendant
 Organized and cleaned office and closets

SKILLS / SOFTWARE

HTML5/CSS3	Adobe Creative Suite	Microsoft Office	Outlook
WordPress	Acrobat	Word	Publisher
DocuSign	Photoshop/Illustrator	Excel	Intranet Interface
FileZilla	InDesign	PowerPoint	General Office Equipment