

PROFESSIONAL ADMINISTRATIVE ASSISTANT / HUMAN SERVICES AIDE
Innovative Placements
 (716) 883-1793
atodaro@innovativeplacementswny.com

SUMMARY OF QUALIFICATIONS:

Highly motivated, degreed professional with a solid background in Business Administration and Human Services seeks to utilize office, clerical and customer service skills in an entry to mid-level, part-time office position. Punctual, reliable, and organized with a keen eye for detail, creating structure, and continually seeking ways to improve work flow, ultimately contributing to your company's mission, vision and growth.

EDUCATION:

SUNY at Fredonia

May 2008

BS in Business Administration/Marketing

Business Courses:

- Principles of Marketing, Management and Organizational Behavior, Fundamentals of Statistics, Introduction to Business Communication, Macroeconomics and Microeconomics, Strategic Management, Sales Management, Integrated Marketing Communications and Marketing Research.

Activities:

- International Club, Treasurer - organized finances for the International Club and coordinated events.
- Business Club, Member

Amherst Central High School

Activities:

- Varsity Swim Team, Varsity Track Team, Latin Club, Treasurer

WORK EXPERIENCE:

People Inc.

November 2009 – January 2011

Day Hab Instructor

- Encouraged consumers to become more independent, improving their life skills.
- Assisted with mobility/ambulation, ADLs and personal care skills.
- Documented and tracked progress; completed daily reports.

Community Services for the Developmentally Disabled

September 2007 – May 2008

Group Home Instructor, I.R.A.

- Assist clients with their daily routine, household chores and other ADL's.
- Drive them to and from appointments and administer medication
- Encourage clients to become more independent and achieve their goals.
- Documented and tracked progress; completed daily reports.

Eric Mower and Associates

May 2007 to July 2007

Advertising Intern

- Performed word processing, internet research, and attended meetings, assisting staff with a variety of administrative projects.

Vin-Chet Pastry Shop

July 2006 to September 2006

Sales Clerk

- Responsible for selling bake goods and performing cash and credit transactions.
- Interacted heavily with customers, ensuring optimum satisfaction.
- Frosted and decorated cookies and pastries.

AmeriCorps Vista

July 2005 to September 2005

Summer Associate

- Supervised underprivileged, mentally ill, disadvantaged and at-risk children while they were involved in recreational activities.

COMMUNITY SERVICE AND OTHER EXPERIENCE:

- Volunteer for **Friends of Night People** - serving dinner, washing pots and pans, sweeping and mopping floors.
- Graduate of **Dale Carnegie Pathways to Success** course that enhanced communication and public speaking skills.