

KIMI R. OKASAKI

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OBJECTIVE

Administrative Assistant for MegaMall Property Management Company

RELATED QUALIFICATIONS

- Word processing in Word and WordPerfect
- Spreadsheet generation with Excel and Quattro Pro
- Database design and maintenance using Access
- Keyboarding at 75 words per minute
- Write and proofread printed and electronic business correspondence, reports, newsletters
- Presentation preparation using PowerPoint and Presentations software
- Internet research and e-mail correspondence using Netscape or Explorer
- Bookkeeping using QuickBooks Pro and ten-key at 250 strokes per minute
- Proven ability to work successfully with store managers, delivery companies, community organizations, and the general public

EDUCATION

Associate of Applied Science, 2003, Westfield Community College, Tucson, AZ

- Major: Administrative Office Technology, GPA 3.6

EXPERIENCE

Community Volunteer, Tucson, AZ

December 1999-2002

- **Humane Society:** Developed and customized spreadsheet report to track results of three fund-raising activities, reducing reporting time by 50 percent. Used Excel.
- **Secretary-Treasurer, Valley Elementary School Parent-Teacher Organization:** Published electronic newsletters, answered e-mail, maintained correspondence, maintained books for two years, and satisfied yearly CPA audits. Used Word and QuickBooks Pro.
- **Meals on Wheels:** Using Access, designed and maintained information database to enable Meals on Wheels to study the participation of 1,200 people.

Katz Department Store, Tucson, AZ

March 1997-December 1998

- Sales Supervisor, Part-time: Supervised four sales clerks; trained new sales employees. Computed daily cash receipts, balanced two registers, attained highest part-time sales volume, and had fewest sales returned.

Value Variety, Tucson, AZ

Summers 1995, 1996

- Sales Clerk, Floater: Provided complete customer service in sales and returns; coordinated weekly inventory deliveries.

Combination Resume