

KIMI R. OKASAKI

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OBJECTIVE Administrative Assistant for MegaMall Property Management Company

EDUCATION

Associate of Applied Science, 2001, Tucson Community College, Tucson, AZ
Major: Administrative Office Technology GPA 3.6

PROFESSIONAL SKILLS

Document Preparation: Expert using MS Word, WordPerfect, PowerPoint, and Presentations. Enter text at 75 wpm and transcribe dictation at 60 wpm. Integrate tabular data and graphics into documents using Access, Paradox, Excel, and Quattro Pro. Write, format, and proofread printed and electronic business correspondence, reports, and newsletters. Research topics on the Internet (Netscape, MS Internet Explorer).

- Published printed and electronic newsletters and maintained correspondence for Valley Elementary School Parent-Teacher Organization (VES-PTO) for two years.

Spreadsheet Management: Set up and maintain Excel and Quattro Pro spreadsheets.

- Designed spreadsheet to track results of three fund-raising activities for VES-PTO, which reduced reporting time by 50 percent.

Database Management: Configure, maintain, and generate reports with Access and Paradox.

- Designed and maintained an information database to enable VES-PTO to study parent participation of 500 student families.

Bookkeeping: Perform manual (ten-key by touch at 250 spm) or computerized (Peachtree) bookkeeping functions from journal entry to end-of-period reports.

- Maintained books for VES-PTO for two years and satisfied yearly CPA audits.
- Computed daily cash receipts and balanced two registers as part-time sales supervisor of a department store.

Human Relations: Successfully cooperate with store managers, representatives of delivery companies and community organizations, and the general public.

- Held positions of responsibility in four community organizations over the last four years; chosen 1999 National Diabetes Foundation Volunteer of the Year.
- Worked in two department stores: promoted to supervisor; trained new sales clerks; coordinated weekly inventory deliveries; provided customer service in sales and returns; attained highest part-time sales volume and had fewest sales returned.

EXPERIENCE

Community Volunteer, Tucson, AZ
Katz Department Store, Tucson, AZ
Value Variety, Tucson, AZ

December 1998-Present
March 1996-December 1998
Summers 1994, 1995

Resume in Functional Order