

KIMI R. OKASAKI

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OBJECTIVE

Administrative Assistant for MegaMall Property Management Company

EDUCATION

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

- Major: Administrative Office Technology, GPA 3.6

PROFESSIONAL SKILLS

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

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

Spreadsheet Management: Develop and maintain Excel and Quattro Pro spreadsheets.

- Developed spreadsheet to track results of three fund-raising activities for the Humane Society that reduced reporting time by 50 percent.

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

- Designed and maintained an information database to enable Meals on Wheels to study the participation of 1,200 people.

Bookkeeping: Perform manual (ten-key at 250 strokes per minute) or computerized (QuickBooks Pro) 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 three community organizations over the last three years.
- 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

December 1999-2002

Katz Department Store, Tucson, AZ

March 1997-December 1998

Value Variety, Tucson, AZ

Summers 1995, 1996

Resume in Functional Order