

TRICIA TEMP

8 Variety Road • Boston, Massachusetts 02100
617/ 000-0000

SUMMARY OF QUALIFICATIONS:

- Strong administrative background within a variety of demanding environments, including high technology, engineering, construction, and consumer.
 - Solid secretarial skills, including business & technical typing, editing & proof reading, word processing, dictaphone, meeting planning, reception, and switchboard.
 - Proven ability to interact effectively with clients and staff at all levels.
 - Proficient in handling simultaneous projects and meeting deadlines effectively.
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EMPLOYMENT:

Temporary

1983 to present

ABC • Boston, MA • Executive Offices and Human Resources Department.

DEF • Boston, MA • Productivity Review Engineering Department.

GHI • Boston, MA • MIS and Human Resources Departments.

JKL • Boston, MA • Engineering/Sales/Quality Assurance Departments.

Permanent

1958 to 1983

MNO COMPANY • Boston, MA
Sales Assistant/Designer Clothing (1977 - 1983).

INDEPENDENT COLOR CONSULTANT • Boston, MA
Certified Consultant (1970 - 1977). Assisted business professionals in enhancing personal style in order to achieve professional goals.

PQR COMPANY • Boston, MA
Secretary/Sales Department/Household Products Division (1965 - 1970). Supported District Sales Manager, Group Managers, and sales representatives in the areas of product specials, new product availability, competitive pricing, test marketing, and meeting planning.

STU ENGINEERS • Boston, MA
Administrative Assistant (1962 - 1965). Provided liaison with Inspector of Naval Material to expedite clearance investigations and applications for technical interim employees.

VWX CONSTRUCTION COMPANY • Boston, MA
Payroll Clerk (1958 - 1962). Calculated withholding taxes and union dues for personnel on job sites.

EDUCATION:

Continuing Education • Public Speaking, Marketing, Achieving Management Potential

Diploma, HYU High School • Boston, MA

1957

ASSOCIATIONS:

Professional Secretaries International • Women of Boston • Fundraiser, Knights of Columbus

