

Kristen Taylor Allen
123 Paradise Way
Smooth Sailing, CA 12345-6789
Home: (123) 555-0221
Work: (123) 555-9083

OBJECTIVE

Administrative support position in a major marketing division; to use and develop my clerical, organizational, and planning experience.

EXPERIENCE

- Kept extensive, detailed records on several market-research projects at one time.
- Edited, composed, and word-processed all documents for these and for several others in development.
- Used responses to generate a \$1.5 million ad campaign which resulted in \$5.5 million in new business.

ORGANIZATIONAL

- During extensive cutbacks and start of closure of bank's marketing department, reconfigured department for optimal operations.
- Helped create market research projects, restructured duties in department to accommodate each project.

PLANNING

- Suggested and implemented hire of research associates, data analysts, and other specialists.
- Developed flex-time schedule for work to maximize use of office space during research projects.

EMPLOYMENT

- 1995-Present - *Bilksteal Bankshares, Administrative Aide*
- 1992-1995 - *Pack Advertising, Market Researcher*
- 1989-1992 - *Quick Markets, Payroll Director*

SKILLS

Proficient on Hewlett-Packard D2-4000 Data Processor. Use Windows PC, Macintosh, Lotus, and other specialized programs. Learn quickly. Solve problems efficiently.

EDUCATION

South Virginia Community College, Associate in Secretarial Science, 1968, Cum Laude.

American Banking Institute Coursework, 1977-1980.

Southside University, courses in computer graphics and organizational behavior, 1989-1991.