

# PETRA MONTGOMERY

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**OBJECTIVE:** Entry level position in office support or sales/customer service

## HIGHLIGHTS OF QUALIFICATIONS

Motivated Customer Service Professional with 5 years experience  
Recipient of "Employee of the Month" twice in 2008  
Proven success in addressing the needs of customers  
Solid academic background with diverse work experience

## EDUCATION

**Rockland Community College**, Suffern, NY                      Anticipated date of Graduation: Dec. 2008  
A.A. Liberal Arts and Sciences: Humanities and Social Science  
G.P.A. 3.2

## RELEVANT EXPERIENCE

### Office Experience

- ❖ Typed letters, envelopes, labels, and invoices for the Vice President
- ❖ Trained new employees
- ❖ Filed personnel records and managers documents
- ❖ Assisted account executives in consumer and travel divisions with special projects
- ❖ Compiled and designed monthly packages for clients in the North East Division
- ❖ Computerized the filing system, transforming all records into readily retrievable form
- ❖ Scheduled meeting for Vice Presidents and Account Executives
- ❖ Ensured customer satisfaction through prompt, cordial service

### Bookkeeping Experience

- ❖ Reconciled loan payment records between servicing company and the lending institutions
- ❖ Prepared bi weekly payroll for 20 employees
- ❖ Reconciled cash records to computer records on a monthly basis
- ❖ Balanced cash drawers
- ❖ Computed sales receipts

## WORK HISTORY

<i>Cashier/Clerk, Bookstore</i>	<b>Rockland Community College</b> , Suffern, NY	5/2008-Present
<i>Administrative Assistant</i>	<b>Westcon Corporation</b> , Tarrytown, NY	9/2006-4/2008
<i>Administrative Assistant</i>	<b>Manning, Selvage &amp; Lee</b> , New York, NY	Summer 2006

## LANGUAGE/COMPUTER SKILLS

Fluent in Spanish, Microsoft Word, Excel, Access, WordPerfect, Adobe Illustrator, Print Shop

*References Available Upon Request*