PETRA MONTGOMERY

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Spring Valley, NY 10977
(845) 358-9474
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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

RELEVENT 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

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

LANGUAGE/COMPUTER SKILLS

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

References Available Upon Request