

Ursula Morgan
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Highly focused and meticulous Entry Level Administrative Assistant with a stellar customer service record and work ethic. Effective multitasker able to handle a high volume of simultaneous clerical projects with complete accuracy and professionalism. Adept at working well independently with little to no direction or as a professional clerical staff member.

Core Qualifications

- Superior administration abilities
- Strong clerical and office management skills
- Outstanding familiarity with business and management practices and principles
- Exceptional presentation and organization abilities
- High grasp of using tools such as QuickBooks and Tally
- Excellent proficiency with MS Office applications, including Excel, Word, Access, Outlook and PowerPoint
- Sound written and oral communication skills

Experience

TechLink Solutions, Inc., St. Paul, MN Administrative Assistant June 2013 to Present

- Assisted in performance of all administrative duties as assigned.
- Answered telephone calls and e-mails, typed paper correspondence and maintained appointment schedule.
- Utilized QuickBooks to maintain and update company financial bookkeeping.
- Performed data entry, computer reports and various other paperwork-related clerical tasks.
- Provided front-desk support and other clerical assistance as required.

Education

2013 University of St. Thomas, St. Paul, MN Bachelor's Degree in Finance & Business

- Administration Awards,
- Honors and Certifications
- 2010-13 Dean's List