

Mary Jenkins
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Professional Objective

I am seeking an executive assistant position where my coordinating, analyzing, planning and budgeting skills will be fully utilized.

Coordinating Skills

Was responsible for the production of the company's annual report, coordinating information from four departments. Coordinated fund-raising activities for our company's "adopt a school" project successfully raising \$6,000 for playground equipment. As a member of the Women's Professional Association, initiated a mentor program to encourage young women to enter non-traditional professions.

Budgeting Skills

Created annual Administrative Budget for support staff, facilities, and overhead costs. Conducted annual review of the Administrative Budget and made recommendations for cost saving measures.

Communication Skills

Generated all correspondence for company President. Composed reports and cover letters for review by President. Introduced speakers and presented programs at many of the Women's Professional Association monthly meetings.

Board and Volunteer Service

Women's Professional Association – served as Program Chair and Treasurer
Rockwell Community Church – served three year term on Board of Directors
Parent Teachers Association (PTA) – served three year term on Strategic Planning Committee

Special Recognitions

Received the President's Award for Outstanding Staff - 2001

References

References furnished upon request.