

**MARY E. CHECK
4514 KEW DRIVE
NORTH OLMSTED, OH 44070
440-779-9318
E-Mail: maryecheck@wowway.com**

SKILLS SUMMARY:

- **Microsoft Access, Excel, Internet, Outlook, PowerPoint, Word**
- **Legal Document Preparation**
- **Associate Degree Business Administration 1989 CCC**
- **Licensed – Life Insurance, A & H, Variable Products**
- **Commence Program**
- **Profiles Program**
- **Notary Public**

Oswald Companies (Independent Insurance Brokerage) Administrative Assistant 1997 – 2008

- **Liased with clients for producers - appointments, inquiries, requests for information**
- **Created control program for MVR Inquiries and invoices**
- **Contacted carriers on behalf of clients for producers**
- **Resolved client needs**
- **Assembled Requests for Proposal (RFP)**
- **Transcribed Meeting Sales Notes with clients and follow-up plans**
- **Prepared spreadsheets for tracking sales progress, census, renewals**
- **Maintained client information, updates and additions**
- **Attended Continuing Education classes for insurance license**
- **Coordinated producers and sales managers meetings' preparations**
- **Organized client and carrier files**
- **Acted as steward with peers in various tasks**
- **Notarized documents**

Bricker & Eckler (Law Firm based in Columbus) Legal Administrative Assistant 1995 – 1997

- **Arranged medical contracts for employment of physicians for Healthcare Lawyer**
- **Transcribed correspondence, Opinions and Analyses of healthcare contracts**
- **Documented Medical personnel performance**
- **Typed Pleadings, Complaints, Affidavits Memorandums in Support**
- **Arranged monographs, presentations and speeches for Healthcare Lawyer**
- **Scheduled healthcare text for attorney's classes given at College of Law**
- **Monitored filing documents for various lawyers**
- **Assembled Discovery / Interrogatory documents**
- **Coordinated regulation of Filing papers**
- **Notarized documents**

MARY E. CHECK

Booth American Broadcasting-WTAM Secretary to General Manager, Office Manager 1991 – 1995
(formerly WWWE/WLTF) (Booth American was sold to Secret Communications in 1994)

- **Assembled budget spreadsheets for two radio stations**
- **Monitored employment ads with various newspapers**
- **Corresponded to all employment inquiries**
- **Transcribed shorthand – General Manager and Office Manager/HR Manager**
- **Organized files in compliance with FCC**
- **Set up quarterly seminars for personnel of stations**

The Valley Camp Coal Company Secretary to VP – Finance, Sales 1975 – 1991
merged into Quaker State Oil Refining Corporation - 1976

- **Maintained leases, easements, contracts**
- **Controlled cash reserve for executives' travel**
- **Transcribed dictation of correspondence, proposal results**
- **Typed budget spreadsheets for various mines**
- **Verified all accounts payable checks prepared**
- **Obtained reservations for travel and ticketing**
- **Directed coal deliveries from various W. Virginia mines owned by Valley Camp**
- **Compiled all accounts receivable on spreadsheet**
- **Registered Board of Directors' Meeting Minutes**

Office moved to smaller space when corp. offices moved to PA, Sales Office remained in Cleveland '88

- **Controlled short-term investments as reqd. by VP – Finance**
- **Monitored coal shipments via truck & barge to Electric Companies**
- **Assembled Requests for Proposal (RFP)**
- **Submitted proposals for various independent miners as Broker**
- **Calculated penalties for sub-standard coal deliveries to Electric Companies**
- **Invoiced (\$1,000,000/mo.) to customers**
- **Approved payments to independent coal miners**

References available.

SUMMARY OF QUALIFICATIONS

Skillful, dedicated **Executive Assistant & Administrative Assistant** with extensive experience in the coordination, planning, and support of daily operational and administrative functions in various industries.

- ❖ Providing comprehensive support for management & staff including scheduling meetings, coordinating domestic & international travel & Visas, and effectively managing all essential tasks
- ❖ Accurately completing research, reporting, & information management
- ❖ Developing & maintaining procedures to reduce costs, and improve accuracy & efficiency in the office.
- ❖ Highly focused and results-oriented in supporting fast-paced, deadline-driven operations
- ❖ Excellent Communication skills (written, oral, phone), Organized, Detail-Oriented, Multi-Tasker
- ❖ BBA (Ohio University) Cum Laude graduate
- ❖ Delta Sigma Pi (Prof. Co-Ed Business Fraternity) member & former Treasurer of National Honor Society

PROFESSIONAL EXPERIENCE

EMERSON PROCESS MANAGEMENT, Rosemount Analytical Div. -- Solon, Ohio 2002 to 2009

Executive Assistant

Provided fundamental administrative support to Division President & his Management Staff for this premier supplier of environment analytical equipment.

- *(Please see tasks above also)*
- Coordinated executive-level meetings on-site & off-site (i.e. meeting space, presentations, catering, equipment needed) – NOTE: In working for the President, many meetings would have 2 levels above him attending our meetings.
- Effective, professional communication and transfer of information between our office & our division's corporate office, much of which was confidential
- Set up conference calls and Webex's
- Completed many research projects to find best service provider at the best cost for office amenities
- Prepared expense reports and credit card reconciliations
- Programmed & Maintained office entrance Security System & Issued office keys
- Ordered inventory for office supplies, kitchen supplies, and some building maintenance supplies.
- Notebook preparation for Board meetings, President's Councils, Org Reviews, etc.
- Domestic shipments via Fed Ex

Continued...

VARIOUS COMPANIES – Northeastern Ohio

2001 to 2002

Administrative Assistant Industry Intern

Provided administrative support to variety of companies to research different industries thru temporary employment agencies.

- Helped organize Sales & Marketing activities, Generated/tracked sales leads, Communicated with Prospective & Existing Clients, Ordered components ranging from \$7000 to \$35,000, Scheduled installations to coincide with Inventory
- Prepared/Scheduled 15 branch office's Invoices for payment, issued Checks, generated Financial Reports.
- Helped promote a business course on Supply & Demand to various Fortune 500 Companies.
- Set-up details for Conventions & Trade Shows.
- Prepared Sales Reports to determine Net Gross Profit, and Monitored A/P and A/R

PEPSI-COLA – Twinsburg, Ohio

1994 to 2001

Administrative Assistant

Served as Administrative Assistant for Marketing Manager, his department, & Office Manager.

- 'Long-Term Temp' position planned for 1 year – (lasted 6!)
- Helped coordinate Pepsi's Promotional Events, Artwork & Media Design, Expenditures, etc. with Cleveland Indians, Cedar Point, Sea World & Geauga Lake.
- Manager worked off-site periodically, & relied on me to Monitor Business Needs in his absence, Maintaining positive relationship with our Major Clients.
- Provided varied secretarial assistance wherever needed in a busy office environment.

MATRIX ESSENTIALS – Solon, Ohio

1992 to 1994

Administrative Assistant

Provided administrative support for the Public Relations Manager in this successful personal care products organization. (They were purchased by Loreal'.)

- 'Long-term temp position' Researching Competition
- Contacting T.V. stations, magazines & photographers with press releases
- Worked with shipping dept. for customer product sample requests
- Provided varied secretarial assistance for the Public Relations Dept.

WHITLATCH & CO. – Twinsburg, Ohio

1989 to 1991

Sales Department Assistant

Provided administrative support to this large property development company.

- Assisted in all areas of sales-related paperwork including Legal documents, Contracts, Development Directories, Project Status Reports & Projections
- Dependability: While manager was on an 8-week medical leave, I proved she could depend on me to "hold the fort down"
- Extensive use of computers, 10-line switchboard, & other office machines

Elaine Marunski
8611 Larkspur Lane
Macedonia, OH 44056
330-468-4007
emarunski@aol.com

PROFESSIONAL SUMMARY

Administrative Assistance and Support professional with extensive experience in and strong focus on office procedures, processes and protocols. Highly flexible, dependable, patient and conscientious worker who continuously seeks to enhance technical knowledge and work proficiencies. Discreet, sound judgment with the ability to work effectively at all levels. Wide variety of administrative and intuitive skills.

- Collaborates, communicates and supports colleagues and departments.
- Sound judgment combined with tact, diplomacy, social sensitivity and confidentiality.
- Well organized; manages concurrent responsibilities with excellent follow up and follow through.
- Works independently or as part of a team. Highly efficient in a fast - paced environment.
- Skilled in Microsoft applications including Word, Excel, and PowerPoint.

Dots, LLC, Solon, OH

1999-March, 2009

Executive Assistant to Vice President and Chief Financial Officer

Provided administrative support related to finance and corporate functions

- Composed and edited correspondence from verbal direction and from knowledge of established department policies; prepared composed, typed, edited and distributed materials as directed.
- Scheduled and maintained calendar of appointments, meetings and travel itineraries. Coordinated related arrangements on a day to day basis.
- Prepared a range of support activities for the VP / CFO as well as the department; served as a liaison among other departments in the resolution of day to day operational problems.
- Resolved non-routine administrative problems to promote and sustain positive working relationships.

Taussig's Graphic Supply, Macedonia, OH

1993-1999

Administrative Assistant

Worked closely with sales team to provide the support necessary to impact the bottom line.

- Compiled confidential correspondence, reports and analyses using a variety of tools to support corporate management.
- Assisted in organization of office operations and procedures.
- Answered incoming calls, mail and managed correspondence.
- Helped coordinate special events, meetings and programs both in-house and outside.

Coldwell Banker Realty, Hudson, OH

1987-1993

Administrative Assistant

Assisted Office Manager with the routine operation of the office.

- Key member of the real estate team organizing, updating and inputting information in various venues.

EDUCATION

Graduate, Warrensville Heights High School, Warrensville Heights, OH

On going classes in computer literacy
Notary Public, State of Ohio

Janice Lynn Howell
202 Overlook Drive
Hartville, Ohio 44632
330- 877-9867
jhowell6591@neo.rr.com

Summary

Administrator/clerical support position desired

Experience

DIEBOLD, Incorporated, N. Canton, Ohio

2005 - 2008

Associate Administrator

Responsible for acknowledging orders to customers, filing and maintaining order files, contracts and documents for Product Contract Administration. Maintained software licenses agreement files. Maintained software customer information in Access software. Checked customer purchase orders, signed and filed orders. Ordered Insurance for new construction projects per the subcontracts and issued warranties for orders completed and installed. Maintained construction contractor listing in Excel.

Office Team, Canton, Ohio

2004 – 2005

File Clerk

Responsible for acknowledging orders to customers, filing and maintaining order files, contracts and documents for contract administration. Maintained software licenses agreement files.

Alliance Imaging, Canton, Ohio

2002 - 2003

Document Clerk/ Data Entry

Responsible for daily patient medical files, document imaging, HIPPA compliance and attorney requests correspondence

Superior Staffing, Canton, Ohio

2002

Temporary to Permanent

Filed correspondence, receipts and other record by date and geographical location. Searched for and investigated information contained in files and inserted additional data on file records.

Lake Local School District, Uniontown, Ohio

1997 - 2000

Cafeteria Support

Worked effectively with other cafeteria workers, Executed daily operations of providing student and faculty lunches

Education

ETI Technical College, Canton, Ohio

2001

Diploma, Computerized Accounting

Sara J. Fletcher
9774 Chillicothe Road
Kirtland, Ohio 44094
Home Phone: 440-256-1531
Cell Phone: 440-463-4623
sarajofl@att.net

ADMINISTRATIVE SUPPORT PROFESSIONAL

Motivated professional with experience in a fast paced office environment that demands solid organization, technical, and interpersonal skills. Strong work ethic and perfect attendance. Recognized as a go-to resource person in the office and dedicated to a high level of customer service. Uses discretion and proper security measures when handling confidential and sensitive information. Knowledgeable in the use of office machines, including faxing, copying, and transcription. Possess excellent skills in organizing, prioritizing and time management.

Specific experience includes:

- Microsoft Word, Excel, PowerPoint, Outlook
- Records Management
- Calendar Management
- Problem Solving
- Telephone/Receptionist
- PeopleSoft Applications
- Scheduling
- Preparing Purchase Requisitions
- Managing Change
- Diversity and Inclusion

Kinetico Incorporated, Newbury, Ohio

2008

Manufacturer of Home Water Systems. Past recipient of Northcoast 99 award.

Receptionist/Switchboard Operator

Greeted visitors. Created PowerPoint presentations for the Welcome board. Worked with the marketing department entering customer surveys. Handled all aspects of switchboard operation including determining whom to connect the caller to and working the paging system. Worked with J.D. Edwards for packing slips. And various other duties as assigned.

State Farm Insurance Company, Warrensville Heights, OH

1977 to 2007

Insurance and Financial Services. Number 22 on Fortune 500; #1 insurer of Auto and Homes in the US. 79,000 employees and 17,000 agents nationwide and three Canadian Provinces.

Senior Claim Service Assistant

(1997 to 2007)

Administrative Assistant to a Team Manager which included completing outgoing correspondence and assisting in day to day administrative functions. Coordinated visitors and scheduled appointments/meetings. Collected and maintained records and files. Processed mail, edited and reviewed a variety of materials. Processed payment vouchers to vendors. Responsible for the purchase of office supplies and maintenance office equipment.

State Farm Insurance Company- continued***Selected Achievements***

- Chosen to participate in a newly formed team involved in developing workflows and procedures in order to expedite the handling of “total loss” vehicles. The team returned 100% compliance in titling procedures.
- Assisted in training other team members and continued to mentor them. Proven leader in the unit with a strong working knowledge of procedures & workflows.
- Received several special recognition awards for organizing Agency/Claims outing with a Cleveland Indian’s game, as well as office open house.
- Resolved internal issues with creative problem solving. Served as the resource person for the office.

Office Administration Skills

Exceptional ability to use time management skills when workload dictates the need. Filled in for absent employees in other departments.

- Answered telephones and provided customer service to callers. Assigned claims to the agents.
- Investigated and researched on-line sources to resolve issues with claims.
- Provided correspondence support to team manager, which included compiling data for lawsuits.
- Requisitioned supplies and services.

Secretary I

(1984 to 1997)

Prepared employee performance review forms and various HR documents. Maintained department employee shields, records of absence, vacation and personal time and completed time sheets while maintaining confidentiality. Distributed information to department members using available resources. Prepared materials for meetings, responded to telephone requests. Prepared correspondence, reports, and memos and completed all general secretarial support to team manager.

Receptionist / Switchboard

(1979 to 1984)

Managed a multi-line phone system. Greeted customers and vendors being first-line contact for the company. Responsible for transcription of reports and correspondence.

EDUCATION / ASSOCIATIONS

Lakeland Community College 1 year. Major: Programming

Kirtland High School Graduate

State Farm Employee Activities Association Secretary.
Contributing planner of many activities sponsored by the association.