

Lucy Medina

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OBJECTIVE

To obtain a position in the Office environment, where opportunity for growth is present and my knowledge and skills benefit the success of the company.

EDUCATION

MTI College	Sacramento, CA
Legal Receptionist/Document Administrator	January 2009
GPA 3.6	Dean's List

SKILLS

- Information gathering
- High Standard of Ethics
- Strong organization skills
- Legal Document Formatting – Pleadings, Keyboarding 45 wpm
- Computer literate, with proficiency in Windows XP, MS Word, WordPerfect, Excel, PowerPoint, Outlook, Email
- Internet research

QUALIFICATIONS

- Excellent working relations and communication with staff and customers, strong team player.
- Goal oriented, detail driven, excellent organizational skills.
- Accustomed to working with rigid contractual mandates and under dateline pressures.
- Possesses strong customer service and multitasking skills.
- Skilled in developing forms/charts in MS Word and Excel.
- Well versed in scheduling appointments, reserving conference rooms and scheduling meetings.
- Skilled in data entry.

WORK EXPERIENCE

HMH Designs- Independent Contractor Office Assistant (2008-2009)

Responsible for minor changes on Auto Cad drawings, when new jobs came in made sure there were the correct folders in the system. Answered emails from home.

Aircraft Interior Products - Goodrich Corporation (1988—2007)

Administrative Assistant (2002—2007)

Diligent execution of work assigned with limited direct supervision. Type required documents for 5 managers and multiple customers. Effectively managed incoming calls on a multi-line phone for various departments. Maintained department files including timesheets, action forms for vacation and sick leave. Prepared and maintained charts for the engineering department, distributed internal mail. Design forms and compile data for special reports and charts. Provided back up support to the switchboard operator, document control, Technical Publications and Data Analysis. Scheduled conference rooms and meetings for internal and external customers, while ensuring overall customer satisfaction.

Quality Assurance Aide (1988—2002)

Liaison between Quality Assurance and Planning department to insure the correct revision and all of the current documentation is correct before the paperwork goes to the production floor. Supported the Quality Assurance department by typing up documents per customer request. Effectively managed incoming calls on a multi-line phone.

CERTIFICATES

Received a Customer Appreciation award by Lockheed Martin in 2001

Medical Front Office March 2008