Donna Robertson

10510 Woodwick Houston, Texas
Phone 713/631-4522

Objective

To obtain an administrative position in which will utilize my skills for advance and growth opportunities

Experience

Secretary
3/2009 -6/2010 Oakbend Medical Center Houston, Texas
Provide administrative support services to the admission department of the hospital.
Responsible for answering a multi-line phone system and relaying of messages.
Assist with copying, faxing, typing, word-processing.

Collection Specialist
2/2008 – 2/2009 ABC Collection Services , Houston, Texas
Responsible for collecting debts from debtors.
Handled irate and difficult consumers with payment arrangement set up for paying off debts.
Other duties include faxing, copying and submitting daily reports.

Receptionist/Switchboard Operator
1/2007- 1/2008 Dunbar Oil Company, Houston, Texas
Meet greet customers daily as a front desk receptionist.
Answered a busy 50 line PBX Switchboard, and transferring of calls to various departments.
Other duties included logging in mail and distribution to personal mail slots.

Education

Delta School of Business, Houston, Texas
1985-1986
Certification; Word-processing

Skills

Typing, 50wpm, Ten Key by touch, Wordprocessing, Data Entry, Multi-tasking, PBX Switchboard, Microsoft Applications

References

References are available on request.