

Evelyn Burgos

- Objective** To find an Administrative Assistant/Information Technologies position with the opportunity for professional growth based upon my performance, that will utilize my abilities developed through my education and experience.
- Computer Knowledge** Proficient in MS Word, MS Works, WP5.1 and 6.0, Windows 95 & 98, Excel, Access, Desktop Publishing, Paradox (database program), CorelDraw, Corel, PowerPoint, Quark Xpress, EZ Letter/Overlays, Elixir. Knowledge of Lotus 123, Illustrator, CICS, ADP.
- Special Skills** Proficient in machine transcription, use of scanners, printers, copy machines, calculators and other office machines.
- Type 72 wpm.
- Write and speak Spanish fluently.
- Work experience**
- 2/2000–Present North American Enc., Inc. Hauppauge, NY 11788
Administrative Assistant
 - Total administrative support for Sales Manager of ready made frames and framed art sales company. Responsible for expediting numerous business forms and proposals for the sales to accounts. Maintained database of inventory for the processing of quarterly reports to observe the sales for forecasting. Heavy workload is worked in the Excel, Corel and MS Word programs. Knowledge of formulas heavily practiced. Worked with STB Client Program for tracking of purchase orders. Heavy phones.
 - 9/1999–2/2000 ADP, Inc. Hauppauge, NY 11788
Administrative Assistant
 - Automatic data processing company with diversified office duties. Hired to maintain the database of warehouse material and to process reports for supervisors for reconciliation of materials. Heavy workload is worked in the Excel program where material inventory is updated daily. Formulas needed to update entries.
 - 9/1997 – 8/1998 ANTARES ITIHauppauge
Copy/Setup
 - Direct Mailing Company – Setup diversified jobs for clients for mailing using various computer programs. Setup consisted of creating copy, editing, proofreading and revisions. Used Elixir program to convert jobs to overlays to be sent to mainframe. In Extra Program (mainframe), edited overlays and worked with EZ-Letters for jobs to be lasered. CICS. Used scanner for various graphical jobs for placement and editing. Used Corel Photo Paint for extensive cleanup and editing of graphics.
 - Found this job through the Sterling Temp Agency and was hired with a permanent position.

- 4/1997 – 7/1997 BINDER & BINDERHaup
Attorney Representative
 - Provided client support service. Phone skills. Opened claimant's case files and followed up on client's support for receipt of disability benefits.
- 3/1997 – 9/1997 STERLING TEMPHaupp:
Temporary Agency
 - Was sent on several temporary jobs in the Administrative/Secretarial or Computer fields. Also worked on several jobs in assembly lines or packing where I was needed.
- 1/1996 – 9/1996 SCCCBrentwood, NY 117
Computer Operator/Word Processing – Administrative Support
 - Suffolk County Community College – Expedited numerous business forms for the Nursing staff. Tests, databases, letters, itineraries, minutes, etc. Created database for Exam Program used by the department now. Full administrative support.
- 7/1995 – 1/1996 SCCC's TechniCenterHa
Accounting Assistant
 - Suffolk County Community College's TechniCenter (Subsidiary of Suffolk Community College) – Was promoted to Accounting Assistant. Expedited registration, financial, and payroll documentation for college's professors. Handled follow-up of financial and payroll matters, and cancellation of classes. Assigned section and catalog numbers for courses.
- 5/1995 – 7/1995 SCCCHauppauge, NY 11
Word Processing
 - Suffolk Community College's TechniCenter – Handled phones and typing of miscellaneous correspondence. Manipulated the computer to create promotional brochures, forms, etc. Created recent newsletter, flyer and fax cover sheet used by the TechniCenter today. Originated the brochure for Entrepreneurial class while attending the very first class given of this nature in the TechniCenter. Full secretarial support.

Education

- September 1995 SCCC's TechniCenterHa
Entrepreneurial Assistance Program
 - Certificate
 - Created Business Plan.
 - Created Financial Planner.
 - Registered Small Business.
- May 1995 SCCC Hauppauge, NY 11788
Office Technologies – Information Processing
 - Associate in Applied Science – A.A.S.
 - GPA – 3.7
 - Dean's List.

Security clearance

Top Security Clearance. Was in the Air Force for four years from 1983 to 1988. Morse Code Operator.

Civil service grades

Word Processing/Clerical Test – Grade point of 92. Was number 6 on their waiting list. I was called for a position in a Babylon public library, but at the time, was currently still attending college full-time.