

BARBARA ATHERTON
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**Seeking a full-time administrative assistant or office manager position in
Fort Myers, Estero, Bonita Springs, or Naples, Florida**

Summary of Qualifications

Strengths:

- Self-directed, organized, innovative
- Thrive on having a wide variety of duties/responsibilities
- Strong correspondence, writing, and email skills

Computer Knowledge:

- Advanced skills level in Microsoft Word, Excel, and Power Point. Certified.
- Typing: 85 wpm. Data entry: 13,763, no errors. Alpha/Numeric: 10,034.

Education:

- Associate degree, Business Administration. 3.8 GPA
- Additional 30 semester hours – general and computer classes.

Administrative Experience:

**U.S. Home/Lennar Homes
Developer/Builder, Fort Myers, Florida**

Oct 2, 2000 to Feb 8, 2008
(plus 4 months temp before hire)

**Division Office Administrator and Secretary-Administrative Assistant to the
Division President/Regional Vice President**

(Position was eliminated as part of February 2008 Reduction in Force)

*In addition to my regular phone, correspondence/email, and customer service duties of
being an administrative assistant, I*

- Was the “go to” person for associates, business partners, homeowners, and prominent business people trying to reach regional and division management
- Created procedure to reduce office printing costs by 50%
- Authored a 15-page booklet for regional implementation of part of a company-wide rebranding initiative. Trained associates with a five-part email campaign
- Improved and expanded information in “New Homeowner” binder; Corporate adopted as company standard
- Maintained mailing lists; designed and executed large mailings
- Designed procedures/forms/spreadsheets to increase efficiency of many tasks
- Compiled 65-page “New Hire” informational binder

- Created and maintained Excel spreadsheets (1 to 20 pages)
- Trained and supervised two receptionists for one year
- Increased excitement and awareness of corporate culture by displaying culture posters and developing “rewards” for participation
- Coordinated two large division-wide charitable drives for A.C.T.
- Selected “Employee of Quarter” by managers; two peer-to-peer recognitions

Securities Counsel, Inc.

Aug 1978 to Dec 1984

A 50 year old investment counseling firm, Jackson, Michigan

Administrative Manager and Securities Trader

- Secretary/Administrative Assistant (8/78 to 12/80), then . . .
- Assistant to one bond manager/investment counselor
- Traded stocks (\$millions at a time) for several discretionary accounts
- Researched (and solved) time-consuming/complicated problems on accounts
- Compiled and filed all regulatory paperwork

Additional Career Experiences

Retail Store Manager Trained and supervised staff of six Earned several “percentage of increased sales” awards	3½ years
Licensed Health & Life Insurance Agent Valedictorian of 40-hour training class	2 years
Income Tax Preparer Scored in top 10% of H & R Block training class	1 tax season

References available upon request