Megan Gongas

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Silver Creek, WA 98585

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# Highlights of Qualifications

# \*Effective Communication \*Strong Customer Service Skills \*Telephone Skills \*Ability to Travel \*Organized

# \*Positive Work Ethic \*Over 9 Years of Office Experience \*Team-Player \*Detail Oriented \*MS Office software

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**Experience:**

\*Ability to work with diverse customer based from Fire and Police Chiefs, to Purchasing Agents and Fleet Managers

\*Ability to work in front of a monitor for long periods of time

\*Ability to maneuver in, out and around the vehicle modules in order to inspect and completed work at each stage of a build process

\*Good organizational skills and attention to detail

\*Strong written and oral communication skills

\*Good interpersonal and customer service skills

\*Works well with others as part of a team as well as independently

\*Experience with excel and excel formulas

\*Experience working with various computer softer ware

\*Screened visitors and telephone calls, contacted staff members, recorded and relayed messages

\*Greeted visitors, directed to proper offices and announced them prior to entering

\*Experienced scheduling appointments and meetings

\*Filed correspondence memos, records and maintains files per company policies

\*Ability to type and assembling a variety of documents including memos, letters, presentations, spreadsheets and reports

\*Kept manger informed of area activities and any significant problems

\*Adaptable to work on special projects as assigned

\*Extensive knowledge and experience of word processing and spreadsheet applications using Microsoft Office Suite

\*Proficient typing and computer skills

\*Excellent customer service and ability to use multiline phone systems

\*Maintains a professional appearance at all times

\*Experience with operating a computer and learning the operations of specific software programs

\*Provided excellent customer service and information to the public, partners and outside companies at the front counter by telephone, fax, and/or mail.

\*Ability to establish procedures and interpret and apply administrative policies to the work of the unit

\*Coordinated, organized, and directed the operations of programs or major program activity

**Employment History**:

Pacific Mobile Structures, AR Rep Chehalis, WA 01/2018 – 04/2019

Braun NW, Specification Writer/Estimator Chehalis, WA 07/2016 – 12/2017

PGM Tire & Axel, Office Administrator Centralia, WA 05/2010 – 07/2016

**Education / Certificates:**

Keller Graduate School of Management Master of Accounting and Finance Management

DeVry University Bachelors of Science Business Administration

**References:**

Available Upon Request