

Shelly L. Owens
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Objective: A position where I can utilize my strong people skills, organizational abilities, business experience and enjoyment for variety in daily tasks.

Experience: I have extensive experience in customer service-related fields. As an enthusiastic self-starter, I am a good multitasker and maintain a high level of quality and productivity. Interpersonal skills and a solid work ethic are some of my most valuable attributes and they enable me to work well independently or as an integral part of a team. As a life-long learner I'm excited by the prospect of learning new skills and facing new challenges. I also look forward to using skills learned previous.

Employment: Lineage Logistics, Centralia, WA 06/19 – Present

Administrative Assistant, Senior

As the administrative assistant I support everyone for a manufacturing facility that produces Subway Bread. I'm responsible for ordering parts for our maintenance department. I also keep inventory of processing supplies and office supplies to keep the production of Subway bread dough running smoothly for day-to-day operations. One of my main responsibilities is to process bread orders and invoice distribution centers that for Subway Bready sticks. I assist management for our internal safety program. I am also, responsible for taking minutes at meetings. I'm part of the activities team and help put on employee appreciation events throughout the year.

Althausser Rayan Abbarno LLP, Centralia, WA 07/18 – 06/19

Receptionist

Responsible for greeting clients or potential clients in a friendly helpful manner either by phone or come into the office. Process payments for services. Scan and file client files. Also, back up the bookkeeper with accounts receivable, deposits and balancing the business accounts.

Highland School District, Highland, AR 09/17-05/18

Substitute Teacher

Worked in public education as a teacher when the regular teacher is gone. This included reviewing and administering lessons and discipline. Occasionally monitored students at lunch and recess.

Kent Investments, Ash Flat, AR 01/17 – 03/17

Customer Service/Sales

My job duties included selling parts, carpet cleaners and carpet cleaner solution to a variety of customers over the phone. I also answered customer questions regarding the business product. There was a variety of job duties in the position that included

processing orders from beginning to end. My job duties included data entry to create orders, invoices, and shipping labels.

Centralia College, Centralia, WA

11/14 – 12/15

Executive Assistant, VP Student Services

Gave support in a variety of ways to the Vice President of Student Services that included taking minutes at the meetings he chaired, scheduled meetings and appointments, organized travel and conferences. Assisted with budget development, monitoring budgets for the Vice President's office and prepared various forms for purchasing, inventory, reimbursement, employee leave and travel. Prepared a variety of written documents as needed for the Vice President of Student Services and the Student Services Department. Supervised office assistant and student workers. Coordinated scholarship promotion, awarding and scholarship night.

Port of Chehalis, Chehalis, WA

02/10 – 11/14

Administrative Assistant/Deputy Auditor

Responsible for greeting and assisting the public, various local, state agencies, federal agencies, port employees, staff of other ports, citizens, and community organizations. Organized files and searched records for information, both hard copy and electronic documents as directed. Managed day to day general office operations, as well as the company website. Used QuickBooks to do payroll, warrants and accounts receivable. Responsibilities also included providing proper notice of all public port meetings and respond to requests of public in accordance with legal requirements, place legal advertisements and notices as directed. Coordinated, scheduled, and arranged specific meetings, travel arrangements, attendance at conferences and seminars, public presentations and public meetings for various staff and commissioners. Kept the office calendar current and accurate.

W.F. High School, Chehalis, WA

09/07 – 02/10

Nova Net Instructor/Career Center Coordinator

Supervised high school students in the credit retrieval class five periods each day with 20 to 25 students enrolled. This entailed answering questions about the class they were taking, monitoring computer use and behavior, as well as keeping track of courses and credits needed. Organized the college fair, career fair, business week, and multiple other responsibilities. I also would cover the in-house suspension room each day during the monitor's lunch time or when they were gone.

OPM Herefords

05/00-Present

Co-Owner

The responsibilities included are a wide variety that includes breeding, showing, and selling Polled Hereford cattle, and keeping the animal records and registration papers. Duties also include many farm related jobs such as hauling hay and cleaning the barn.

Education:

Graduate of Napavine High School, Napavine, WA

1986

Northwest Travel School, Portland, OR 01/87 – 08/87

Associates in Arts, Centralia College, Centralia, WA 09/02 – 06/04