**Diane J. Gold**

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Jacksonville, FL 32258

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**Job Objective:**

Highly-motivated, energetic and experienced professional looking for a senior position with an organization to use my expertise in managing clients' calls for fixing appointments, and providing required support to different departments.

**Summary of Skills:**

* Extensive experience in handling various administrative duties, including responding to mails and handling paperwork
* Capable of answering calls, responding to clients' mails, and performing support duties as required
* Ability to work effectively in a dynamic office environment, and proficiency in handling multiple tasks
* Proficiency in operating various computer applications, including Microsoft Office Suite, Google spreadsheets, etc.
* Ability to take independent decisions using strong analytical skills
* Team player with exceptional organizational skills
* Excellent communication and interpersonal skills

**Work Experience:**

Staff Assistant

Barnard Solutions, Jacksonville, FL

November 2016 – Present

* Setting up conference room with required equipment for meetings and training
* Coordinating with the Human Resource department for processing, scheduling, and maintaining employee payroll records
* Answering phones, taking messages for senior executives, scheduling appointments with clients, and filing papers
* Entering monthly statistical data in company's database, and retrieving required information when required
* Assisting with dispatching of mails, and keeping office surroundings clean
* Completing paperwork such as expense reports, doing data entry tasks and organizing files
* Regularly checking office supply stock in different departments, and placing order with the concerned vendor as necessary

Staff Assistant (part-time)

Columbus Technologies and Services, Jacksonville, FL

April 2014 – October 2016

* Scheduled meetings and appointments of clients with senior executives by checking their calendars
* Performed administrative functions required to support senior executives
* Assisted to prepare correspondence letters, memos and other business documents as required by the management
* Answered telephone calls to resolve queries, and provided detail information to prospective clients
* Performed various duties, including faxing, photocopying business documents as well as sorting and delivering mail to clients under manager's supervision
* Coordinated with team for inspecting office equipment and scheduling timely repairs for smooth functioning of processes
* Regularly checked and maintained office supplies in various departments as required

Data Entry Operator

Quartiles Incorporation, Jacksonville, FL

August 2012 – March 2014

* Compiled, verified accuracy and sorted available information to prepare source data for computer entry
* Coordinated with other team members to transfer data from papers to the database system
* Verified data by comparing it with the source data to identify duplicate entries and other discrepancies
* Assisted in designing and implementing data entry formats according to the forms requested by clients
* Collected data by meeting clients to ensure accurate information in the database, and removed ambiguities from it
* Maintained confidentiality of clients as well as organization data by following company policies

**Education:**

* Associate's Degree in Business Administration   
  Jacksonville University, Jacksonville, FL  
  2011

**Certifications:**

* Diploma in Office Management Trinity Community College, Jacksonville, FL 2012

**Reference:**

On request.