

Ellen Bassett

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QUALIFICATIONS SUMMARY

Personable, pro-active Office Assistant with project-management experience in client-driven organizations

- Administrative: scheduling appointments, answering phones, coordinating events; data entry, filing, mailing, copying
 - Communicative: planning & delivering presentations, teaching, handling vendors, creating ad/web copy; fluent French
 - Technical: MS Windows 95, 98, 2000, MS Office, QuickBooks, FileMaker Pro, Adobe PageMaker, Adobe Photoshop
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EXPERIENCE

Administrative Assistant Summer 2000 – Present
The National Institute of Chinese Medicine, Admissions Office and Front Desk San Francisco, CA

- Schedule Admissions Officer's appointments and answer all incoming phone calls.
- Address student inquiries and direct them to appropriate department and/or phone extension, using FileMaker Pro.
- Record student contact information into database and Microsoft Excel spreadsheets.
- Photocopy, file, and/or mail written student requests, flyers, and letters from the president.

Vendor Manager Summer 1999 – Spring 2000
EcoWorld (business-to-business e-tailer) San Francisco, CA

- Grew company from 4 to 20 people in just 9 months while managing sales and product development departments.
- Established and maintained over 50 vendor partnerships to earn respect and support for company.
- Wrote company bios (for vendors), white papers, and web content.

Director Winter 1998 – Summer 1999
GROW!, Computer Center Menlo Park, CA

- Managed 5 Instructors and 350 members in mission-driven, member-oriented educational computer center.
- Generated \$140K in annual revenue, by attracting new members.
- Organized and oversaw innovative local and regional marketing events.

Program Advisor Fall 1997 – Spring 1998
University of Virginia, Office of Studies Abroad Charlottesville, VA

- Advised students on legal and cultural logistics of studying abroad.
- Reviewed, edited, and implemented pre-departure orientation program (booklet and presentation) for 200 students.
- Taught Reading, English, and Math to children (ages 6-16).

Volunteer Counselor – Court Advocate Summer 1997
Able Minds Battered Women's Shelter Williamsburg, VA

- Educated victimized women on their rights both inside and outside of the courtroom.
- Informed victims about new laws and available resources.

Co-Conference Manager Summer 1995
National Organization for Women (NOW) Washington D.C.

- Organized and managed the 1995 National Organization for Women Conference in Columbus, Ohio.
- Coordinated lecture rooms and lodging for 1,500 guests; sold advertisements and designed program booklet.

EDUCATION

Bachelor of Arts: University of Virginia, Charlottesville, VA May 1998
Coursework in French: Hollins Study Abroad, Paris, France Spring 1997
Coursework in French: Institute for American Universities, Avignon, France Fall 1996