

MARY JANE WENZEL

Profile

Ability to assess organizational needs and implement administrative procedures. Ability to communicate effectively with customers, management, and staff. Self-starter, who applies individual initiative to get the job done, Highly skilled in computer functions,

Experience

ADMINISTRATIVE MANAGEMENT

2006 - 2009

Spring Gap Typing & Data Entry Services.

Sole Proprietor. Currently work out of my home doing typing & data entry work for local organizations, and sell items on-line at auction sites. Worked Part Time 32 hours per week contract with Hampshire County Convention & Visitors Bureau to provide professional outsource Typing and Data Entry service as their Administrator from June 2006-February 2008. Provided administrative duties such as typing, answer phone, apply for grants, direct customer contacts with tourism industry, and greet visitors to Taggart Hall Museum, mail out service and scanning records services Maintain an eBay store that sells items for other clients. We take all the photos, type the descriptions, maintain quickbooks records, and ship hundreds of items per year.

ADMINISTRATIVE SUPPORT

2005 - 2006

Hampshire County Chamber of Commerce.

Secretary/Receptionist. Part Time position. Maintain memberships hardcopy and electronic. Ability to assess organizational needs and implement administrative processes. Answer calls, enter data, fax, typing, and outbound follow-up calls. Assisted customers in finding specific products, restocked merchandise, greeted and directed customers to their specific areas of interest. Maintain Chamber membership billing using Quickbook software.

OPERATIONS MANAGEMENT

2003 - 2004

Wenzel Gifts.

Sole Proprietor. Operated a 2,400 sq. ft. new and used gift store. Managed all business functions as a sole owner. Managed billing, consignor payouts, filing and inventory effectively.

2001 - 2003

Wenzel Enterprises.

Sole Proprietor. Managed and acquired inventory from warehouses, auctions and drop-ship companies for internet sales. Maintained all files, billing and mailing of items. Kept all records pertaining to small business.

ADMINISTRATIVE PROCESSES

1997 - 1999

Manpower, Winchester VA.

Data Entry. Temporary position at Dupont in Front Royal, VA. Modernized SOPs (Standard Operating Procedures) into electronic format. Trained Dupont employees to retrieve data electronically. Typed in large amounts of data. Helped edit, file, and retrieve the data. Copying and shredding of materials as needed. Next Assignment was at Jouan in Winchester. Was a Production Assistant. Converted refrigerators into incubators. Following blueprints and using small hand tools.

ADMINISTRATIVE SUPPORT

1996 - 1996

Kathpal Technologies.

Administrative Assistant. Administrative Assistant to Director Dr. Kathpal, Ph.D. Finalized bid proposals for clients. Maintained large interoffice database files. Internet research for companies locating government contract bid work.

1994 - 1996

SAIC.

Administrative Assistant. Assistant to the Director of the CODIS program. Maintained large office files of all labs that used the documentation. Copied and disseminated CODIS documentation to all labs. Compiled project budget. Maintained project employee work and payroll records. Responsible for filing, copy, and mailing. Help prepare final proposals.

1994 - 1994

Temp Force Gainesville, FL - The Energizer Battery Plant.

Office Assistant. Temporary three month assignment to assess organizational needs and implement administrative procedures for the Research and Development department.

TECHNICAL SUPPORT

1993 - 1994

GTE Federal Systems.

Computer Software Trainer. Held government clearance via background investigation. Duties were to train new computer users in all the functions of computers and software. Trained them in the use of off-the-shelf packages as well as unique software with specific uses.

1986 - 1993

C.I.A. - Central Intelligence Agency.

Computer Specialist. Held Top Secret clearance. Responsible for large database creation, input and updating. Created an electronic storage system of hard copy to electronic. Trained users specific software packages. Inventory control of computers, hardware and furniture. A high degree of expertise in Administrative and Computer functions. Ability to assess organizational needs and implement administrative procedures. Ability to communicate effectively with customers, management, and staff. Acted as a role model and mentor for new trainees engaged in on-the-job training.

Computer

MS Office, Quickbooks, Internet, Excel, MS Works and Outlook.

Skills

Education

1988 Northern Virginia Community College
Principles of Data Processing.

1988 Northern Virginia Community College
Edit/Proofreading Skills.

1989 Northern Virginia Community College
Technical Writing.

1992 Northern Virginia Community College
Filing and Record Management.

1992 Strayer College
Communications I.

1987 George Mason University
Basic Library Skills & Communications Technique.

1993 Strayer College
Critical Analysis Writing.

1986 Piscataquis Community High School