

BARBARA ATHERTON
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Seeking position of Office Administrator and/or Secretary/Administrative Assistant.
Would take pride in keeping your office organized, efficient, and running smoothly.

Summary of Qualifications

Education:

- Associate degree, Business Administration. 3.8 GPA
- Additional 30 semester hours – general and computer classes.

Computer Knowledge:

- Microsoft Certification in Word and Excel. General knowledge of Power Point.
- Ten years' experience in Word and Excel. Currently using "Office 2003".
- Typing: 85 wpm. Data entry: 13,763, no errors. Alpha/Numeric: 10,034.

Career Experience: (Some years concurrent within one position)

- Secretary/Administrative Assistant – 14½ years
- General Office Administrator – 10 years
- Office Manager/Bookkeeper in "one-person" offices – 10 years
- Employee Supervision – 4½ years

Strengths:

- Self-directed, organized, innovative
- Thrive on having a wide variety of duties/responsibilities
- Strong correspondence and writing skills

Employment History

U.S. Home/Lennar Corporation/Lennar Homes, LLC
LeeCollier Division & Southwest Florida Region

Oct 2, 2000 to Feb 8, 2008
(plus 4 months temp before hire)

**Division Office Administrator/Secretary-Administrative Assistant to Division
President/Regional Vice President and VP-Director of Construction**

(Position was eliminated as part of February 2008 Reduction in Force)

- Point of contact for associates, business partners, homeowners, and prominent business people trying to reach regional and division management
- Attended high level meetings. Generated and distributed meeting notes
- Reduced office printing costs by 50%

- Authored a 15-page booklet for regional implementation of part of a company-wide rebranding initiative
- Authored new material to expand “New Homeowner” information binder; Corporate adopted as company standard
- Maintained mailing lists; designed and executed large mailings
- Designed forms to increase efficiency of many tasks
- Compiled 65-page “New Hire” informational binder
- Created and maintained Excel spreadsheets (1 to 20 pages)
- Supervised two receptionists for one year
- Increased excitement and awareness of corporate culture; displayed culture posters; developed “rewards” for participation
- Coordinated two large division-wide charitable drives for A.C.T.
- Awarded “Employee of the Quarter” by managers

Additional Career Experiences

Accounts Receivable, Accounts Payable, Payroll One-person offices	10 years
Retail Store Manager – staff of six Earned several “percentage of increased sales” awards	3½ years
Licensed Health & Life Insurance Agent Valedictorian of 40-hour training class	2 years
Securities Trader With investment counseling firm in Michigan	2 years
Income Tax Preparer In top 10% of H & R Block training class	1 tax season

References available upon request

Lennar uses “The Work Number” for employment verification. Call me for codes.