

MICHELLE NARANJO

118 WATTS LANE CANYON LAKE, TEXAS 78133 (210) 854-8934 michellelwaranajo@yahoo.com

EDUCATION: Platt Career School Accounting Diploma, 1988
Richard King High School Diploma, 1986

EMPLOYMENT: MarketpowerGroup San Antonio, Texas March 04/June 08 Media Assistant

- Answer calls and take messages for senior management in a professional manner
- Provide confidential administrative, financial, & clerical support for senior management
- Input approximately 2,500 – 5,000 weekly commercial post logs
- Coordinate compilation and data input of all TV station weekly spot commercial logs for over 300 local television stations in 70 U.S. markets
- Generate TV station weekly performance reports for senior media buyers
- Assist media buyers with weekly station performance conference calls
- Track weekly prime-time commercial schedule and programs
- Audit and reconcile monthly invoices
- Manage all inner office activities
- Input competitive advview research
- Maintain station contact list
- Make copies, send faxes, filing
- Assure deadlines are met
- Verify accuracy of spots
- Update monthly Nielsen ratings books
- Research
- Check and process mail

Affiliated Computer Services San Antonio, Texas Dec. 96/March 04 Data Entry

- Data input client billing information
- Provide confidential administrative, financial, & clerical support for senior management
- Created and implemented ongoing department operations
- Interacted daily in problem solving, developed corrective action
- Ensure streamlining of schedules, reaching deadlines, and validating accuracy of data input
- Reviewed/submitted weekly payroll information
- Plan company picnics
- Assist production in workflow
- Troubleshoot minor computer problems
- Make copies, send faxes, filing
- Distribute notices and materials
- Hire and train new employees
- Answer calls and take messages
- Supervise 150 employees

Garza, Preis, Garcia and Co. San Antonio, Texas Sept. 93/June 97 Secretary/Bookkeeper

- Answer calls and take messages for senior management in a professional manner
- Provide confidential administrative, financial, & clerical support for senior management
- Collected and entered client monthly financial data
- Type correspondence
- Order supplies
- Prepared client payroll and sales tax returns
- Typed and bound audit reports
- Generate financial reports
- Check and process mail

Henley Group, Inc San Antonio, Texas June 93/Sept. 93 Assistant

- Collect and post rents
- Handle delinquent tenants
- Show apartments
- Traffic report
- Answer phone
- Renew leases

Ken Combs Realtors Corpus Christi, Texas July 89/May 93 Secretary/Receptionist

- Provide confidential administrative, financial, & clerical support for senior management
- Answer calls and take messages for senior management in a professional manner
- Take meeting minutes
- Accounts payable and receivable
- Type correspondence
- Order supplies
- Transcribe and distribute minutes
- Payroll
- Make copies, send faxes, filing
- Check and process mail

COMPUTER SOFTWARE: Microsoft Excel Microsoft Word Quicken
WordPerfect Strata View Microsoft Outlook
TVIQ SBMS Adobe Acrobat

OFFICE EQUIPMENT: Computer Copier Fax Machine Dictaphone 10-Key By Touch – 290 CPM Typing Speed - 85 WPM