

Valerie D. Jones
210.885.6131
jonesplace109@yahoo.com

Objective:

To obtain a position with a reputable company seeking growth and development, in which, my knowledge and experience will be utilized and supported in that growth.

Employment:

Arias & Associates, Inc., San Antonio, Texas

CMT Administrative Assistant, October 2000 – 2001

- Maintain CMT job files
- Updating client database
- Entering data from field technician reports into computer templates
- Invoicing all projects
- Filing, faxing, scanning

CMT Administrative Assistant Supervisor 2001-2004

- Supervisor to 3 Administrative Assistants
- Maintaining of all office services by organizing office operations and procedures; assigning and monitoring clerical functions.
- Monitoring all field data input and invoicing of all projects
- Entering data from field technician reports into computer templates
- Invoicing all projects
- Filing, faxing, scanning

Geotechnical Administrative Assistant, November 2004 – September 2009

- Maintain/prepare Geotechnical studies, proposals and contracts for all projects
- Create and manage invoice process
- Update client database
- Process customer account source documentation in accordance to company policy: to include resolving discrepancies, insuring data completeness, and reconciliation of system to customer source documentation.
- Resolve discrepancies in customer account information by combining data from multiple systems and purging data to ensure no duplication
- Tests customer and account system changes and upgrades

Fugro South, San Antonio, Texas

Construction Materials Testing Administrative Assistant, September 1997 – September 2000

- Maintaining job files, proposals and CMT reports.
- Invoicing.
- Preparing source data for computer entry by compiling and sorting information; establishing entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.

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- Maintains data entry requirements by following data program techniques and procedures.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data.
- Fax, mail, copy and filing of all reports to clients.
- Back-up dispatcher.

Professional Skills:

- Quick Books
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Outlook
- Gint
- AutoCad
- Multi-line Switchboard
- Type 55 wpm
- 10 – Key by Touch – 12,000 ksph

References:

Melodye Tomsu – Cleary Zimmermann Engineers
Director of Business Development and Marketing
210-447-6100
melodyet@yahoo.com

Alan Vasquez – Geotechnical Solutions
President & Geotechnical Principal
210-209-4472
geotechsltns@gmail.com

Christopher M. Szymczak, P.E. – Alpha Testing
Regional Engineering Manager
210-249-2100
chriss@alphatesting.com