

SHARON M. DREESE

Dental Assistant in training

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SUMMARY

Considerate and reliable professional with experience in fast-paced office settings requiring organization, communication, and accuracy. Background also includes creative skills of manual dexterity and attention to detail. Work well in a team environment. Enjoy working with my hands. Always open to learning. Skills and qualifications also include:

- Respectful and courteous customer service
- Strong work ethic
- Excellence color vision
- MS Office Suite, QuickBooks Pro, ESC, Adobe DC Pro, Google Drive, and JobDiva

PROFESSIONAL EXPERIENCE

OVERHEAD DOOR COMPANY · Battle Creek, MI Current, since Oct 2017
Office Administrator
Safety Coordinator

Main point of contact for customers. Handle incoming calls per day.

Listen to customer concerns, schedule service, address invoice inquiries, and transfer calls.

Manage online safety compliance qualifications through third-party websites that represent governmental clients and large industrial clients.

Process payments with accuracy.

Update registration & insurance for fleet of vehicles and trailers.

EG WORKFORCE SOLUTIONS · Battle Creek, MI Sept 2011 – Oct 2017
Success Center Coordinator
Administrative Coordinator
Document Destruction Clerk

Selected for my empathetic nature to facilitate new EG Cares program.

Key team member in development and implementation of employee satisfaction survey.

Survey field associates to facilitate development of employee retention strategies.

Communicate with field associates via texts and phone calls for reminders of assignment orientations.

Assist field associates with application and payroll website issues.

Create packets, update and manage field associate onboarding forms.

Print and distribute monthly orders of onboarding forms and packets to seven regional offices.

Purchase and distribute staff business logo shirts.

Proof and edit sales staff rate letters.

Assemble and mail quarterly sales campaign packages with a focus on corporate image and branding.

Distribute incoming mail and meter all outgoing mail and packages.