Lacey R. Peterson
P.O. Box 986, Mission, SD 57555
1(605)441-1795
Spacey_rose@hotmail.com

Objective

A secretarial position in a fast-paced environment.

Skills

- Excellent Organizational Skills
- Strong Customer Relations Skills
- Computer Proficiency
- Data Entry
- Telephone Answering,
- Word Processing and Typing
- Filing
- **Computer:** Microsoft Word, Microsoft Excel

Experience

Administrative Assistant *2005 to Present*
Sinte Gleska University Art Institute, Mission, South Dakota

Handled all word processing and typing. Put in the correct forms to be processed, and handled in professional manner. Helped plan and organize company functions. Answered the telephone, represented the company in a professional and business like manner. Organized and planned the Openings for the Art Institutes Gallery. I also, handled all finances for the Art Institute.

Cashier *2005*
Ampride, Mission, South Dakota

Hospitality Aide *2005*
White River Health Care Center, White River, South Dakota

Receptionist Aide *2004*
Todd County High School, Mission, South Dakota

Library Aide *2004*
Todd County High School, Mission, South Dakota

Education

Still in the Process *2004-2007*
Sinte Gleska University, Mission, South Dakota
Diploma *2004*
Todd County High School, Mission, South Dakota

References

Furnished on request.