

DEBORAH L. WHITE

210 Plum Orchard Road, Apt. B, Covington, GA 30016

Cell: 678-467-2275

Email: deewhite2013@outlook.com

QUALIFICATIONS

- Transit Supervisor Certificate
- 65 WPM, Microsoft Word, Excel, PowerPoint.
- Document creation; spreadsheets, forms and presentations
- Excellent customer service skills, dependable, resourceful
- Excellent verbal articulation and written communication skills
- Confidential and diplomatic propensity
- Self employed as a Virtual Assistant for various small business owners for 4 years
- CDL Class B

PROFESSIONAL EXPERIENCE

Deblo Virtual Services, Covington, GA 678-467-2275

1/18 – 12/20

NNA Signing Agent and Mobile Notary

- Coordinate and oversee signing appointments with borrowers
- Receive and/or print documents and deliver them to signing appointments
- Ensure loan documents are properly notarization, executed and are returned to clients for processing

Marta, Atlanta, GA 404-848-5543

6/13 – 8/20

Bus Operator

- Complete Pre and Post-Trip of bus
- Foster and maintain a good relationship with my patrons and promote a positive public image
- Attend Safety meetings and document incident, complete affidavits

Rockdale County Transportation, Conyers, GA 770-483-4713

5/13 – 6/13

School Bus Driver

- Transport students to their schools
- Read and update route sheets
- Pre-Trip buses
- Maintain control of bus during each route through building and maintaining a relationship with each student

Ceek to Fulfill, Conyers, GA 770-602-0543

7/12 – 3/13

Administrative Assistant

- Greet/screen visitors and calls and answer inquiries
- Prepare and type responses to correspondence containing routine inquiries
- Coordinate workshops; secure speakers and facility

Grady Health System, Atlanta, GA 404-616-1900

6/89 – 10/10

Executive Secretary

- Administrative support to the CIO and her Assist Directors, Project Managers and IT staff
- Calendar management, travel arrangements, attend meetings and take minutes
- Prepare responses to correspondence containing routine inquiries
- Prepare expense reports invoices, memos, letters, financial statements and other documents
- Coordinate meetings, prepare agendas, secure and prepare facilities
- First line of contact for customer complaints; greet/screen visitors and calls and answer inquiries
- Coordinate training classes for End Users, coordinate office moves

Financial Counselor/Registration Clerk

- Conducted patient interviews
- Analyzed and accessed financial classifications
- Registered patients

- Heavy customer contact

EDUCATION

MARTA University –Transit Supervisor Certificate **2016**
AUL – Secretarial training, **1984 – 1985**

Georgia Perimeter College, **1992-1994**
Georgia State University, **1976-1979**