**SHERDINA T. LONG**

 **5070 Park Avenue**

**Forest Park, Georgia 30297**

**678-887-8415**

Sherdina.long@clayton.k12.ga.us

**Summary:**

I have over ten (10) years of Administrative Assistance/Receptionist experience, working closely with my supervisor, in a multi-task environment maintaining good time management, while giving a sense of loyalty, I will continue using my support staff skills, my plans are to continue to be train in computer software while working in you’re company my skills and experience can be used to maximize and enhance the productivity your organization and my future with Clayton County Public Schools.

**Skills:**

* I Support Multiple Senior

Investigators

* I can handle high levels of confidential information
* Thorough know of Administrative practices
* Detail oriented I can work independently and/or with a team
* My ability to follow directions make my work for my superior pleasant

**Computer Programs:**

Specialized in Microsoft Office Programs 2007, 2010, Word, Excel, Publisher, Power Point, Outlook, Access, Adobe, Windows 10 my skills include Web-Site building, Photo Shop, Beta, Scopus, programs Employer Software (Dapps, Kronos, Sitebuilder, IA Pro, Mail merge.

**Job Experience:**

**─** Nutrition Worker Forest Park Middle school

**─** Support Staff for Internal Affairs and Background Unit, and Area Manager

**─** Administrator for the IA Pro system, uploading (scan) employee files, type the

 Summary of cases to create a Database and compare and maintain data.

**─** Communicate to applicants to Schedule Appointments

**─** Monitor the telephones, fax machine, and file room.

**─** Maintain database such as Secondary employment.

**─** Help Investigators troubleshoot Word program

**─** Create travel request, find the best deals, and save travel miles

**─** Train new office staff, correspond with others

**─** Assist with new hire process

**─** Ship items using FedEx, USPS, and Certified mail

**Professional Development:**

Clayton County Public School (Nutrition Itinerary Worker) 2016 Present

Crossmark 2016 Present

Uber Driver 2015 Present

Fulton County Sheriff’s Office Records and Document Specialist Promoted

Fulton County Sheriff’s Office Security Specialist 2012 – 2015

US Census Bureau Administration Clerk 2008 – 2010

Fulton County Sheriff’s Office Security Specialist 2003 – 2008

Randstad Temp agency assignment Kiss 104.1FM 2000 - 2003

First Pro Temp agency assignment E-trade Security 1999 – 2000

Macy’s department store sales associate 1993 - 1998

Georgia State University Custodian III 1992 - 1998

Liberty lighting Sales clerk 1983 - 1988

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**Performed a full range of Office Assistant/Receptionist duties:**

* Microsoft Office 2010
* Greet visitors
* Make appointments
* Set up filings systems/Maintain Hard copy filing
* Process Timesheets
* Create purchase orders
* Make and confirm appointments
* Georgia Bureau of Investigation G.C.I.C Certified
* Create and Print employee identification cards
* Maintain office supplies
* Kronos and maintain employee work calendar
* Train and welcome new employees
* Process applicants test scores
* Receive Timesheet
* Locate meeting space and Logistics
* Compile Statistics of number of new hire
* Create a PowerPoint Training video
* Coordinate office activities
* Organized office parties
* Make coffee
* Clean refrigerator
* Answering phones
* Fax transmittal
* Copying/Scanning
* Handling inbound and/or outbound mail
* Prepare and manage correspondence, Reports Documents, Draft memos/Letters
* Prepare reports
* Assist in coordinating arrangements
* Find and book conference space
* Create and maintain electronic records
* Coordinate with internal and external contacts

**Education:**

**On-Site Computer Training:** Office Administrative Certificate, specializing in Microsoft Office Programs 2010 400 (four hundred) hours credits Forest Park, GA. 2011

**Wheeler School of Busines**s: Study of Business Administration Fashion Merchandising Pittsburgh, PA 600 (six hundred) hours credit 1981 to 1982

**Perry Traditional Academy:** High school diploma, Pittsburgh, PA.1981

**Accomplishments:**

**Volunteer Work:**

Volunteer Pre-K Program, Public Kindergarten school, and Church and Community Functions, Family Genealogy Researcher, I help others start their family research, coordinate family events such as Bryant Family Day of Thanksgiving, I am the webmaster for our family website [www.bryantfamilyonelove.com](http://www.bryantfamilyonelove.com)

Also [www.grandmothersofpearls.org](http://www.grandmothersofpearls.org)