**[Administrative Assistant Entry Level](https://www.postjobfree.com/resume/ad1blf/administrative-assistant-houston-tx)**

**Location:**Houston, TX

**Posted:**November 20, 2023

**Contact Info:**

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**Resume:**

Tiffany Boyd

Cell:(832) 880-7398 tiffpierre12@gmail.com

Objective: To find a position that will allow me to utilize my skills and experience on a professional level. Seeking an entry level or an administrative assistant position where my organizational skills and computer skills will be utilized. Education

Texas Pharmacy Technician Trainee Registration #317341 High School Diploma - 1990 - Phillis Wheatley High School Skills and Abilities

I am a fast learner. Used Microsoft Office: such as Word, Excel, Access, Outlook, and Powerpoint.

Proficient in WMS (Ware Management System)

Proficient in YMS (Yard Management System)

Effective planner and able to work with a diverse group of people. Experience: 1997 to Present Anheuser Busch Brewery Houston, TX

• Tagging and inspecting the driver's trailer coming in and leaving.

• Scaling and sealing drivers out upon leaving the brewery

• Interacting with drivers with logistics.

• Supervised nine (9) employees on the WMS (Warehouse Management System) and YMS (Yard Management System)

• Complete the schedule for the welcome center

• Complete the data entry and logistic for all the drivers coming in and out

• Distribute the weekly payroll checks, sort incoming and outgoing mail Worked switchboard, handle daily commodity reports.

• Faxed filed and copied paperwork, when necessary

• Input all calls, regarding absentees, sick leaves, etc REFERCENCES

Given upon request.