**Faye Boudreaux**

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**OBJECTIVE:** Office Administrator, Executive Assistant, or Real Estate Professional position with a stable company in the Acadiana Area utilizing all my skills.

**PROFESSIONAL SKILLS AND ABILITIES**

**Management and Supervisory**

* Managed a Branch Office of a temporary and staffing service
* Marketing and sales experience in insurance and retail
* Merged Contract Department of two companies
* Train and screen applicants
* Train employees on customer service, teambuilding, and product knowledge
* Back up supervisor for Office Manager

**Office and Technical**

* Performed duties as a Branch Manager for a temporary employment agency. Performing all duties of the Staffing Specialist and administrative and clerical duties also.
* Perform all aspects of operating an office as an Executive Assistant and Administrative Assistant for senior management teams. Work with department heads and supervisors organizing meetings and planning itineraries, along with other duties.
* Secretary/Bookkeeper for community projects and several civic and political organizations, including major golf tournaments.
* Proficient using Microsoft Windows, Word, Excel, Outlook, and other software: typing, multi-line telephones, ten key machines, and data entry.
* Accounting duties such as Accounts Payable, Accounts Receivable, Invoicing, Payroll, General Ledger, Bank Reconciliations, process Purchase Orders, quotes, and RFP. Prepare financial reports and worked with various budgets, prepare Expense Reports
* Design and implement software program (Contracts Information Model) which generated reports for several departments.
* Perform certified notary public assignments for companies, as well as individuals
* Oil and gas experience in Land, Production, Drilling, and Exploration Departments

**Personal and Self Management**

* Perform challenging tasks in an office environment
* Excellent written and oral interpersonal communication skills
* Highly organized, multitasked, and can meet deadlines
* Dedicated, loyal, team player, positive attitude, professional, fast learned

**WORK EXPERIENCE**

2017 – 2017 Real Estate Agent - Keller Williams

1990 – 2015 Notary Public – Benefits Coordinator – Insurance Agent (Life, Accident & Health)

* Perform notary duties – such as typing Affidavits, Acts of Donation, and Bill of Sale for car titles, and other documents. Sale of insurance products.

2014 – 2015 Registration Administrator – Dealertrac

* Performed a variety of office support tasks. Examined documents submitted by customers for vehicle titles and registration. Followed regulations of the Dept. of Motor Vehicles. Data entry. Notarized all legal documents.

2004 – 2005 Key Accounts Business Manager – AT & T Call Center

* Trained team of 11 sales representatives
* Monitored attendance and productivity. Conducted weekly evaluations, processed payroll, handled problem calls from clients
* Performed excellent customer service

2001-2004 Senior Team Administrative Assistant., Contracts Coordinator – Stratos Global

* Performed all administrative and executive clerical duties for the Senior Management Team (President, Vice President, Chief Financial Officer)
* Liaison between Corporate Legal Department and 5 business units
* Requested Certificate of Insurance. Performed contract negotiations
* Set up Contracts Department
* Back up for Office Manager

2000- 2001 Employment Staffing Branch Manager – King Patin Temporary Agency

* Screened (drug screening background checks, motor vehicle checks, and reference checks for new applicants
* Maintained good rapport with the clients with excellent customer service. Assess needs of clients and provided placement of applicants
* Prepared proposals for clients (performed marketing)
* Processed Work Incident Reports and conducted investigations
* Prepared client reports and employee reports. Processed payroll
* Managed 300 employees
* Performed all clerical and administrative duties for office

1992 – 2000 Executive Assistant & Board of Directors Administrative Asst – Quintess Holding

* Coordinated all administrative, clerical, and personal activities of the President and Chief Financial Officer
* Performed office duties for the Board of Directors
* Planned itineraries for national and international trips
* Prepared financial reports and helped with budget
* Interacted with all department heads and supervisors
* Coordinated reorganization of companies

**EDUCATION**

UL Of Lafayette – Office / Business Administration

Acadiana Regional Development District – Small Business Entrepreneur Training