

Betty Mitchell

3641 Middlefield Street, Dallas, Texas 75253

214-286-9649

bdmitchell2@tx.rr.com

Objective To obtain a secretarial/receptionist position where I can use my computer and clerical skills.

Professional Skills

- . Microsoft Office
- . Microsoft Windows
- . MLS-34D Phone System
- . Copier/Fax/Calculator
- . Filing/Editing
- . Typing (55+ wpm)
- . Office Procedures
- . Telephone Skills
- . Set up/Maintained files
- . Ten Key
- . Data Entry
- . Assistant to Program Director
- . Receptionist Backup
- . Customer Service Skills
- . Typed Confidentially Evaluations

Education Business/Office Training Skyline Magnet School, Completion Date: 06/72
H Grady Spruce High School, Graduated Mid Term 1972
G.P.A. 3.9/4.0; Attendance 100%

Employment Skills

- . Ability to follow instructions well and make decisions with no supervision
- . Effectively developed telephone communication skills
- . Consistently met quotas
- . Data Entry into Texas interactive program
- . Back-up Company Receptionist
- . Created/maintained files
- . Entered daily time logs/generated reports
- . Created packettes for intakes, mail outs and health fairs
- . Maintained staffs form shelf/office supplies
- . Process Medical/Insurance Data
- . Answered queries from staff and other ECI Agencies

Employment History

Data Entry/Program Assistant, Grove Temp Service, Dallas, Texas 05/02 - 06/08

Pampered Chef, Home Based Business, Dallas, Texas 2005 -2006

Watkins Products, Home Based Business, Dallas, Texas
(Distributor for 2 years 1983 - 1985) 1980 - 2000

Retail, Sears & Roebuck Company, Mesquite, Texas 01/80 -05/80

Data Entry, Sears & Roebuck Company, Dallas, Texas 1975 - 1976

Order Clerk, Certainteed, Dallas, Texas 1973 - 1975

Credit Processor, J C Penney, Dallas, Texas 1972 - 1973

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Volunteer Work

Scarborough Academy of Performing Arts mom - 2 years - 2002 & 2003 (daughter on cast)

Scarborough Academy of Performing Arts - on cast as Lady Maggie - 4 years

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2004, 2005, 2006, 2007

Revisited Bethlehem - Alison to Director & minor character 2006

Victorian Christmas - 2006, 2007 - street character

Promo's for Scarborough Renaissance Festival

Grapevine Mills Mall - 4 years - 2004, 2005, 2006, 2007

Barton Creek Mall - Austin, Texas- 2 years - 2005, 2006

St Patrick's Parade - 1 year - 2006

Irish Festival - at Fair Park - 2 years - 2006, 2007