

Roselyn May Fox
21164 County Road 189, Alexandria, MO 63430
(319) 795- 1884
roselyn_fox@yahoo.com

Skills

- Excellent Organizational Skills
- Strong Customer Relations Skills
- Computer Proficiency
- Telephone Answering
- Word Processing and Typing
- Filing
- Data Entry
- OHSA 10
- First Aid/CPR
- Basic Fire Fighter
- CERT
- First Responder/EMR
- Invoicing

- **Computer:** Microsoft Word, Excel, Access, Outlook, PowerPoint

Experience

Administrative Assistant/Secretary
Waggoner Solutions Co.
1489 Croton Road, Donnellson, IA
319-835-3321

Feb, 2008 to Present

Handled all invoicing. Entered and compiled data for official records for reports, production items, shipping, and inventory. Maintained computerized inventory of all parts, supplies, and products. Helped plan and organize company functions. Answered the telephone and represented the company in a professional and businesslike manner.

Labor

Aug, 2007- Jan, 2008

Adecco - Charles Industries Canton, MO
1891 Maine St #4 Quincy, IL 62301
(217) 223-5200

Worked in injection molding, also worked in packaging

Security Guard

Per Mar Securities
640 Maine St
Quincy, IL 62301
(217) 222-6044

April, 2007- Aug, 2007

Professional Internship- Lee Co Sheriff's Office

Aug, 2017-Sept, 2017

Education

Associate of Science in Criminal Justice
Southeastern Community College, Keokuk, IA

May, 2015

Bachelor of Science in Criminal Justice, Minor in Sociology
Culver-Stockton College, Canton, MO

May, 2018

Diploma

Clark Co. High School, Kahoka, MO

2004