

Melissa "Missy" Kaye Hill
3707 2nd Morehead Lane
Pulaski, VA 24301
540-980-1799

OBJECTIVE Seeking a position as Administrative Assistant

EXPERIENCE

**10/98 to
Present**

Senior Materials Assistant/Expediter

TMD Friction Inc. Dublin, Virginia

- *Experienced with Microsoft Excel 2003
- *Experienced with Microsoft Word 2003
- *Proficient at PowerPoint
- *Enter orders, send to vendors, and monitor status of orders by following up with vendors and communicating the status to the appropriate personnel so production lines could be scheduled
- *Assist accounting with invoicing problems and payment to vendors.
- *Process Credit and Debit Memo's to capture pricing discrepancies or rework costs to be applied to vendors
- *Maintain spreadsheets to monitor on-time delivery status of all raw material vendors
- *Entered price increases/decreases, calculate the annual impact and co-ordinate with Accounting
- *Maintain filing of purchase orders, receiving reports, and freight bills for all shipments received and shipped
- *Review freight invoices for accuracy in charges and discounts before giving to Accounting for payment
- *Utilize personal computer, fax machine and calculator

**8/96 to
10/98**

Customer Service Representative

Pulaski Furniture Pulaski, Virginia

- *Answer multi-line telephone
- *Enter orders for furniture and repair parts on computer system
- *Answer questions pertaining to availability of product
- *Invoice and file shipped orders by date
- *Experienced Microsoft Word for Windows 7.0
- *Experienced Microsoft Excel
- *Utilize personal computer, fax machine and calculator

**7/97 to
5/01**

Specialist 4, Flute/Piccolo Player

Virginia National Guard Roanoke, Virginia

- *Performed at various community events on weekends and some holidays
- *Attend drills one weekend a month and one week in the summer

- 4/96 to
7/96** **Red Cross Volunteer as Legal Office Clerk**
Minot AFB Legal Office Minot, North Dakota
*Performed receptionist duties for the Staff Judge Advocate's Office
*Assisted in contacting military members for court-martial duty and verified personal data was updated in Automated Military Justice Information System
*Experienced Microsoft Word for Windows 6.0 and PowerPoint 4.0
- 6/95 to
6/96** **Data Entry Operator**
Radiology Consultants Minot, North Dakota
*Enter data into the computer system for billings
*Process and print needed reports
*Research payments and billings and post to proper accounts
*Fill out deposit book and make deposits
*File patient information per filing procedures
*Sort, organize, and stamp insurance claims for processing
*Maintain an orderly work area
*Trained in medical transcription
- 1/95 to
5/95** **Church Librarian**
Wesleyan Church Minot, North Dakota
*Organized approximately 400 books and other materials by Author and Subject
*Created a Card Catalog Index File
*Established a check out system to keep track of who checked the items out and the length of time until item was available for the next person
- 1/94 to
12/94** **Home Day Care Provider**
Minot Air Force Base, North Dakota
*Red Cross Infant & Child CPR certified
*Food Handler certified
*First Aid certified by American Red Cross
*Received outstanding comments from USDA & Fire Department Inspectors
*Organized activities and meals for children ages 6 months to 5 years old

**9/87 to
1/94**

Security Specialist, Senior Airman with the USAF

United States Air Force Minot Air Force Base, North Dakota

*Law Enforcement Desk Clerk- typed shift log and performance reports

*Visitor Center Sentry - filled out passes using picture identification

*SAAM Outstanding Performer

*1991 ORI Outstanding Performer

*Certified in Base and Installation Security Operator Systems

*Flight Outstanding Airman in March 1992

*Awarded Air Force Commendation Medal

*Air Force Good Conduct Medal (2)

*Air Force Longevity Service Award Ribbon

*NCO Professional Military Education Ribbon

**7/87 to
9/87**

Production Box Manufacturer

Old Colony Box Company Radford, Virginia

*Worked production making boxes used in jewelry stores

**7/86 to
6/87**

Band End Production Worker

Lee Jean's Corporation Pulaski, Virginia

*Worked production making band ends for Lee Jean's

*Trained new employees

*Maintained 100 to 125 percent production times

*Sewed repairs on washed jeans

EDUCATION

Meyer Vocational Technical School, Minot, North Dakota 58703

January 1995 to January 1996

Graduated with a Legal/Medical Secretary diploma.

Minot State University, Minot, North Dakota 58703

August 1989 to August 1995

Working towards an Associate of Science
with Minor in Business Education.

Completed a majority of undergraduate classes

Principles of Accounting I & II

English I and II

Humanities

Legal Environment of Business

Psychology and Sociology

Microcomputer Applications

Pulaski County High School Graduated in 1985 with a grade
point average of 3.268

REFERENCES AVAILABLE UPON REQUEST