

**Janet Kamen**  
**17 Waite Terrace**  
**Augusta, GA 30910**  
**(217) 555-1983**  
**jkamen@juno.com**

### **Objective**

A challenging career as a company administrator.

### **Skills**

Exceptional written and oral communication abilities.

Proven leadership and managerial skills.

Goal oriented.

Typing: 70wpm

Proficient with Word, WordPerfect, Excel, and PowerPoint

### **Experience**

*1998 - Present*

**Administrative Assistant, Augusta Chamber of Commerce, Augusta, GA**

Provided a full range of administrative support to the organization's president. Duties included word processing of letters, memos, articles. Travel arrangements, etc; organizing annual Chamber Gala, writing/designing monthly newsletters, updating Chamber registry and recruiting new businesses for membership; designing a new edition of the Chamber Membership Directory on a yearly basis.

*1992 - 1998*

**Assistant Office Administrator, KF Radio, Atlanta, GA**

Managed all aspects of the office. Prepared extensive correspondence and written communication, participated in and coordinated a wide range of projects involving writing and editing critical media analyses, research briefs and articles relating to broadcasting. Additionally, was responsible for maintaining an extensive computer network, updating music and client databases, organizing incoming and outgoing mail, managing the office filing system as well as supervising one junior support staff member and performing light general accounting duties.

### **Education**

B.A., Political Science, Business, 1992  
University of Pennsylvania

### **References**

Available upon request