

Sharie Adams

A diligent, detail-oriented, hard-working, self motivated, reliable team player who prides herself on integrity!

W: <http://www.worky.com/sharie-adams>

Sharie Adams's Professional Experience

2012 - Present **Pioneer - Administrative Assistant and Receptionist**

- Responsible for all incoming electronic fax distribution
 - affixing barcodes to numerous documents
 - scanning and filing documents
 - maintaing accurate file cabinets
 - managing calendars and office staff schedules
 - 24+ lines Cisco electronic phone system
 - greeting customers
 - sorting and sending mail
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Sharie Adams's Education and Qualifications

2014 **Bachelor/Degree - Social Work**

Bay Path College

4.0 GPA

Elected- community rep for a local group of young women leaders

Mentor

School Board Volunteer
