

Heather L. Rainbolt

Objective: To obtain a position which will use my education, attention to detail, positive attitude and extensive customer service experience for the benefit of a company and its clients.

Education: 2002 B.A. Professional Technical Writing
University of Arkansas at Little Rock
Suma Cum Laude
2002 B.A. Political Science
University of Arkansas at Little Rock
Suma Cum Laude
2000 A.A. Arkansas State University Beebe Branch

Experience:

Aug 1995

April 2000 Walk Haydel & Associates
Office Manager (Engineering Firm)

Responsible for drafting and assembling bid packages and project proposals; generating all outgoing correspondence; tracking in-house project costs and staff-hour reports; handling satellite office human resource responsibilities; scheduling business development appointments and generating and assembling market information; negotiating new vendor accounts; processing payroll; approving invoices; purchasing all office supplies and equipment; making travel arrangements and handling customer service and satisfaction

Nov 1991

June 1995 Uniforce Technologies
Office Manager (manufacturing company)

Qualifications:

Computer Windows 95, 98, 02, 03, XP. Microsoft Word, WordPerfect, Excel, Lotus 123 and PowerPoint

Typing 70wpm
10 Key by touch

Honors and Awards:

Academic Scholarship to Arkansas State University Beebe Branch
Shelby Breedlove Transfer Scholarship to University of Arkansas at Little Rock

Member Vice President of Pi Sigma Alpha Honor Society
Golden Key Honor Society
Sigma Lambda Honor Society
Phi Kappa Phi

References: Available upon request