



# CARLANELL RESUME

contact: lc4online-jobsearch2@yahoo.com • www.carlanell.com

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## Career Summary

Reliable, dependable, detail oriented, office professional. Able to multitask, organize and troubleshoot effectively to produce timely results. Offering office support, website support, and computer assistance for any Champaign County Employer.

## Skills Summary

Word Processing • Spreadsheets • Reports • Email • Email Setup • Data Entry • Database Setup  
Bookkeeping • Payroll • AP/AR • Filing • Correspondence • Transcription • Answering Phones  
Newsletters • Bulk Mailing • Desktop Publishing • Brochure & Business Card Design  
Mail Merge Setup • Mail Shipping & Receiving • Website Design & Setup • HTML / CSS / XHTML  
Computer Technical Support • Computer Tutoring

## Software Expertise

Microsoft Word • Excel • Access • Outlook • Publisher  
QuickBooks Pro • Quicken • Adobe PageMaker • Acrobat  
Firefox • Internet Explorer • Windows (all versions)

## Professional Experience

- Processing bill payments accurately, processing incoming / outgoing mail.
- Preparing bank deposits, bank account reconciliation and payroll.
- Collecting, entering data, database maintenance for ongoing reporting statistics.
- Producing various standard and customized reports, and charts as needed.
- Creating computerized client, personnel, and inventory databases.
- Providing computer technical support, consultation and tutoring.
- Web Designer and web maintenance for carlanell.com, tecconline.com, science-writer.com

## Professional Accomplishments

- Commended by auditors for my bookkeeping skills.
- Produced all monthly and quarterly reports with an upgraded turnaround time of 1-3 days, instead of the inherited turnaround time of 3 weeks.
- Created and maintained customer, client and employee databases.
- Completed PersonalCare's first four annual publications of HEDIS (Health Employers Data Information Set) required by the National Committee for Quality Assurance (ncqa.org).
- Honored as DeKalb County Volunteer of the Year with Crisis Line.

## Employment History

- Administrative Assistant (temp assignment), Oct 2005 - Feb 2006  
Spherion, 701 Devonshire Dr, C-2, Champaign, IL 61820, (217) 359-4488
- Operations Assistant, Sept 2001- Sept 2004  
Champaign County CASA, 154C Lincoln Sq, Urbana, IL 61801, (217) 384-9065
- Administrative Assistant, Nov 1999 - May 2000  
Isotech Laboratories, Inc., 1308 Parkland Ct, Champaign, IL 61821, (217) 398-3490
- Information Analyst, Aug 1995 - Sept 1998  
PersonalCare Insurance, 2110 Fox Dr, Champaign, IL 61820, (217) 366-1226
- Computer Utilization Specialist, Apr 1984 - Aug 1995  
Mental Health Center, 1801 Fox Dr, Champaign, IL 61824, (217) 373-2420

## Education

- St. Johns College, Winfield, KS; Associate of Arts degree
- Unity High School, Tolono, IL; Diploma (GPA 3.67)