

Lindsey Johnson

-McDonough, GA 30253- (678) 549-2565 – lking204@hotmail.com
Education: High School Diploma Morrow High School – Morrow, GA
Griffin Technical College – Griffin, GA

Professional Summary

Dedicated Administrative Assistant with many years of extensive customer service expertise & reliable business skills to provide the best possible care & service to customers & co-workers.

Skills

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|-----------------------|--------------------------|-----------------------------|
| *Customer Service | *Office Administration | *Process File Maintenance |
| *Document Conversion | *Handling Correspondence | *Invoice Processing |
| *Meeting Arrangements | *Internal Communications | *Scheduling / Recordkeeping |

Work History

Administrative Assistant III – February 2013 – Present

Henry County Fire Department – Inspections/Prevention Division – McDonough, GA

- *Schedules Consultations, Knox Box & Fire Inspections for New Business Licenses, New Construction/Permitted Projects, Special Events, Fireworks & Tent Inspections.
- *Communicates in person, over the phone & through email with customers & fellow county employees in regards to requests needed.
- *Maintains requests submitted to our IT Department for any issues related to the computer, printer or phones.
- *Processes invoices & payments collected for fees associated with our Division by cash, check or card over the phone, in person or by mail.
- *Processes all deposits.
- *Compiles all payments monthly and inputs them into the system.
- *Processes & completes Open Records & Environmental Assessment Requests.
- *Compiles & Submits Office Depot Supply Orders each month for our Division.
- *Processes all documented paperwork & inputs it into our computer systems.
- *Works diligently with other County & City Agencies on a daily basis.
- *Proofreads all reports & time sheets for everyone in our Division.
- *Inputs & submits all documents needed to process for all businesses to receive their Certificate of Occupancies to open their business successfully.

Administrative Assistant I – September 2008 – February 2013

Henry County Police Department – Records Division – McDonough, GA

- *Customer service – Assist customers requests by working at the front window & taking phone calls.
- *Process alcohol badges & County ID badges.
- *Completes GCIC background checks for customers & fellow co-workers.
- *Input warnings, tickets, accidents & incidents into CRIMES computer system.
- *Enters all reports into the DocuWare System.
- *Process payments taken each day and assist fellow co-workers for reports and or requests as needed.