

ADENA HOPLITE

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Pinellas Park, FL 33781

Summary Goal: I have over 20 years of experience in many roles including, but not limited to, Administrative Assistant, Customer Specialist, Office Manager and Caregiver. I hope to gain a career that will continue to utilize my strengths and dominate my track record of employment.

Work Experience: Administrative Assistant (October 2023 to Present)

Famous Tate Appliance and Bedding – Largo, FL

- Receptionist
- Accounts Payable / Accounts Receivables
- Microsoft Word and Excel
- Customer Service Specialist

Administrative Assistant (April 2023 to October 2023)

Express Employment Professionals (Southern Lock and Supply) – Seminole, FL

- Receptionist
- Data Entry
- Open Customer Accounts
- Credit Analyst

Caregiver/Personal Assistant (August 2021 to April 2023)

Hawthorne Retirement Community – Brandon, FL

- Personal Care
- Housekeeping
- Transportation
- Tasks as Needed

Education: Lancaster High School – Lancaster, OH

Skills:

- Detail Oriented
- Strong Work Ethic
- Team Player
- Operate All Office Equipment
- Microsoft Products
- Bank Reconciliation