

Deborah S. Wheeler

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Summary

Detail-oriented, self-motivated professional Administrative Assistant with skills, qualifications, and experience in the banking and trust operations industry. Works independently and as a strong team player throughout my career by providing an exemplary, hard working approach to each task and taking pride in completing tasks in an accurate and timely manner.

Areas of expertise include:

- Oral and written communication
- Effective Customer relations skills
- Spreadsheet entry
- Accurate data entry
- Accounts Payable and Receivable skills
- Mailroom responsibilities
- Receptionist skills
- Organizational skills

EXPERIENCE

April 1989 – June 2008

US Trust Company, Bank of America Private Wealth Mgt. Greensboro, NC

(Bank of America acquired US Trust Company 7/1/07; my position phased out 6/30/08)

Administrative Assistant I

- Ensured adherence to all company guidelines, ethics and standards in the Trust Accounting, Institutional, and Tax departments. Worked closely with others to print and process client checks and bank deposits. Entered facts and figures on spreadsheets for other departments when needed. Filled in for the receptionist and helped with mailroom duties daily. In charge of maintaining files, offsite storage, document scanning and office supplies for all departments.
- Experience in Excel, Microsoft Office, First Fax, Word and Outlook.

EDUCATION

Graduated from Bowman Sr. High School in Wadesboro, NC.
Attended one year at Wingate Jr. College in Wingate, NC.