

Deborah S. Wheeler

4703 Edinborough Road

Greensboro, NC 27406

Home: 336-676-1856 Cell: 336-339-2642

Email: dswheeler@triad.rr.com

Summary

Detail-oriented, self-motivated professional Administrative Assistant with skills, qualifications, and experience in the banking and trust operations industry. Work independently and as a strong team player throughout my career by providing an exemplary, hardworking 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
- Organization skills
- Mailroom responsibilities
- Receptionist skills
- Accounts receivable and payable

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.

March 2010 - August

Express Employment Professionals - Greensboro, NC

- Temporary assignments of administrative assistance and other office duties. Good experience while keeping my skills current and up to date.

August 2010 - Present

Sheraton Hotel – Greensboro, NC

- Guest Services area giving customer service, check processing and all office mail functions along with other office duties throughout the day.

- **EDUCATION:** **Bowman Senior High School, Wadesboro, NC**
Wingate Jr. College, Wingate, NC