

LINDA A. JOYCE
2204 Three Meadows Road
Greensboro, NC 27455
Phone (336) 908-1331
joycela5@yahoo.com

Extensive Administrative Assistant experience with strong interpersonal and organizational skills with a keen ability to multitask a variety of challenges and responsibilities.

PROFICIENCIES INCLUDE:

- MS Office (Word, Excel, Outlook)
- Planning and Scheduling of Meetings
- Written / Oral Communication
- Customer Service
- Interdepartmental Coordination
- Internet and Email Proficiency
- Telephone Reception
- Transcription
- Supply and Logistic Duties
- Confidentiality

PROFESSIONAL EXPERIENCE

EMERSON GROUP (Property Management), Greensboro, NC Receptionist / Property Administrator	2011-2012
MOSER MAYER PHOENIX, ASSOCIATES PA (Architects and Engineers), Greensboro, NC Project Administrator / Receptionist	2005-2011
GENEVA CORPORATION (Merchant Bank), Greensboro, NC Receptionist / Administrative Assistant	1998-2005
PRECISION FABRICS, Greensboro, NC Receptionist	1997-1998
First Presbyterian Church, Greensboro, NC Interim Pre-School Director	1995-1996
Guilford County Schools, Greensboro, NC High School English Teacher	1988-1995

EDUCATION

B.A. English Secondary Education, Radford University, Radford, VA
Assoc. of Arts with Honors, Averett University, Danville, VA

COMMUNITY SERVICE

First Presbyterian Church, Greensboro, NC Junior League of Greensboro, NC Symphony Guild of Greensboro, NC	Sunday School teacher; Fundraiser Solicitor Assistant Arrangements Chairman Social Chairman
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