



Angela Hudiburg

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PROFESSIONAL SUMMARY

Dedicated Office Assistant with over 9 successful years of clerical experience in busy office environments, achieving superior levels of administrative effectiveness. Excels in telephone support and greeting arriving visitors. Strong knowledge of Microsoft and history achieving high data output.

SKILLS

- Retail Sales and Cash Handling
- Customer Satisfaction
- Office Management
- Team Bonding
- Staff Management
- Sorting and Labeling
- Customer Inquiries
- Greeting Visitors
- Office Supplies and Inventory
- Dedicated Team Player
- Front Office Management
- Advanced MS Office Suite Knowledge

WORK HISTORY

HAIR STYLIST *05/2018 to 05/2023*

Great Clips

- Supported reception desk, receiving phone calls, entering appointments, and collecting payments for services rendered.
- Organized training for salon new hire employees and receptionists.
- Oversaw salon employee performance, facility cleanliness, and sales.

HAIR STYLIST *01/2017 to 05/2018*

Great Clips

- Monitored stock of salon retail products and ordered supplies.
- Oversaw salon employee performance, facility cleanliness, and sales.
- Worked to continuously increase salon business through effective sales, service, and operations policies.

DEPARTMENT FLOATER *10/2015 to 05/2016*

Kroger

- Helped with encoding dates, Floral Department, stocking drug GM, receiving and front end.
- Used equipment properly to avoid workplace hazards or injuries.
- Inspected final products to assess compliance with quality standards and established tolerances.
- Managed inventory levels and restocked supplies to keep up with high production needs.

ADMINISTRATION ASSISTANT

01/2005 to 01/2014

Various Companies | Irving, TX

- Completed clerical tasks such as filing, copying, and distributing mail.
- Interacted with customers by phone, email, or in-person to provide information.
- Managed daily data entry and kept clerical information accurate and up to date.
- Managed filing systems, entered data and completed other clerical tasks.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.

EDUCATION



High School Diploma

05/1994

Marcus High School, Flower Mound, TX

LANGUAGES



English