

## **ROSONDA DAWN SPICER**

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### **PROFILE**

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Professional in administrative clerical support. Can work independently or as a team player. Capable of multi-tasking, willing to learn new duties and skills, reliable, punctual and hard working.

### **COMPUTER PROGRAMS AND OFFICE SKILLS**

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Microsoft Office (Outlook, Word and Excel), Accounts Receivables (Quickbooks), typing approx 80 wpm, multi-line phones, over-head paging, fax machine, type-writer, Xerox-PDF scanning, USPS postal machine, alpha-numeric filing, 10 key touch

### **EMPLOYMENT**

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#### **Hughes Properties, Inc.**

**August 2017 – March 2019**

#### **HOA Amenities Administrator / Office Support**

**Huntsville, Alabama**

- Duties consisted of strong communication and organization skills for assisting homeowners with clubhouse amenities and pool reservations. Emailed subdivision Board members weekly calendars and Community events. Back-up support to the front desk receptionist and HOA administrators with phones, bank deposits, posting accounts receivables through Quickbooks, professionally greeted office guests and assisted with newsletter mail-outs and violation letters.

#### **Belk Department Store**

**September 2016 – August 2017**

#### **Part Time Retail / Sales Associate**

**Huntsville, Alabama**

- Duties consisted of working for Belk while searching for full-time employment. I worked in the women's department as a part-time sales associate assisting with customer service and sales transactions.

#### **Frith-Smith & Archibald, LLP**

**August 2015 – October 2015**

#### **Administrative / Office Support**

**Woodland Hills, California**

- Duties consisted of assisting office staff and accountants with front office administrative duties, assisted office guests in-person and over the phone, daily upkeep of client files, scanning tax documents into computer program called File Cabinet. Assisted office manager with preparing tax organizers and assembling tax returns. Worked overtime as necessary, including weekends to ensure time assembling tax returns.

#### **Wishnow, Ross, Warsavsky & Company, LLC**

**February 2010 – October 2014**

#### **Administrative / Tax Assembly**

**Encino, California**

- Duties consisted of assembling and tracking all tax engagements including individual, corporate partnership tax returns, quarterly financial statements and business license renewals. Filed monthly brokerage statements and provided back-up support to front desk receptionist, professionally assisted office guests in-person and over the phone. Worked overtime as necessary, including weekends to ensure time assembling tax returns.

**Spherion / Adecco**

**June 2007 – January 2010**

**Clerical / Office Support**

**San Fernando Valley, California**

- I worked administrative positions for legal and accounting firms in the Los Angeles areas of San Fernando Valley. The job assignments were long term through two separate agencies.

**Cohen & Freedman, LLC**

**September 2006 – May 2007**

**Administrative / Office Support**

**Encino, California**

- Duties consisted of assisting office staff and accountants with front office administrative duties, weekly bank deposits, retrieved old files as needed through office storage facility, distributed daily mail, faxes, USPS, UPS, and Federal Express. Ordered office supplies, coordinated luncheons and special events. During tax season I assisted office staff with tax assembly, entered clients tax data into software and kept up with daily filing. Worked overtime as necessary, including weekends to ensure time assembling tax returns.

**Law Offices of Daniel J. Donahue**

**October 2003 – June 2005**

**Legal Secretary**

**Woodland Hills, California**

- Duties consisted of typing legal pleadings, forms and correspondence. Photocopied medical records, scheduled medical appointments, court appearances and depositions. Sent out rush documentations and follow-up calls with medical doctors as needed. Assisted with front office duties and office guests.

**EDUCATION**

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1996	J.F. Drake Technical College	Huntsville, Alabama
1993	S.R. Butler High School	Huntsville, Alabama