

Darlene Swiler
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Employment Experience:

2/2012 – Present

Secretary for MSU's Center for Service Learning and Civic Engagement (CSLCE)

- ✦ Greeting students and guest
- ✦ Directing individual to appropriate resources
- ✦ Answer, screen and rout calls and emails
- ✦ Provide clerical office support to co-workers
- ✦ Daily email communications
- ✦ Organizing Department Calendar
- ✦ Maintaining office equipment.

11/2007-2/2012

MSU's Clinical Center Receptionist/Greeter

- ✦ Greet and direct patients, vendors, visitors,
- ✦ counted and documented daily/weekly parking tokens
- ✦ answer multi-line phones
- ✦ Prepared, maintained and database entry, proof and edited new patient entries in Centricity, and assisted Patient Accounts when needed with maintaining accurate records and clerical/accounting tasks.

2001-1/2007

Cathey Company, Accounting Clerk/Administrative Assistant

- ✦ bookkeeping
- ✦ billing
- ✦ preparing payroll
- ✦ human resource duties
- ✦ verify packing slips against invoices/receiving reports and purchase orders,

Education:

1983 – Lansing Community College, Lansing, MI

Business courses – Small business management and Composition 101

1983 Capital Area Career Center, Mason, MI, Cosmetology License

1980-1983 Mason High School, Diploma

Special Skills:

Outlook Explorer, Microsoft Excel, Microsoft Word, Microsoft Desktop, Publisher, Print shop, type 55 wpm, multi-line phones, problem solving skills, trouble shoot printers, reconciling reports and proof-reading documents.

References Upon Request