

TAMBRA ELLASON

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In response to your open Assistant Office Manager position posted on Indeed.com, please accept the attached resume for your review. I do not have a college education; however, I did earn an Office Occupations Certificate from Austin Community College. In addition, I have over 20 years' experience as an Office Manager/ Bookkeeper/Administrative Assistant, and I believe I would be a positive, productive member of your organization.

I enjoy working in an office environment both as part of a team, and individually. I have also experienced working remotely (from home) for two different companies and in two different positions during the COVID-19 Pandemic. I was pleased to find myself to be very efficient and productive in a remote setting.

My past experiences include Office Management, Accounting/Bookkeeper/Payroll, Administrative support for executives and engineers including managing travel arrangements, calendars, completing expense reports, etc., payroll, accounting, drafting emails and communications, editing reports, scheduling meetings, and taking meeting minute. Other areas of my experience include on-site property management, office management (ordering and stocking office and break room supplies) and organization, meeting and event planning, arranging caterers for meetings, banquets and Holiday parties.

While successfully raising seven children to adulthood I learned many things, to be positive, to have a sense of humor, to remain calm in all situations, to anticipate needs, to expect the unexpected, to "pick your battles", and to smile and nod a lot.

My Linked-In profile link is: <https://linkedin.com/in/tambra-ellason-a5275036> and my Facebook page is: <https://www.facebook.com/TEEKBE>. My salary history has been \$60,000-65,000/year plus benefits.

In my experience, even the smallest task is important and worthy of my best. I have also found that it may take wearing many hats to accomplish the task at hand. With confidence, I am attaching my resume for your review.

I look forward to speaking with you.

Kindest regards,

Tambra Ellason