

SHIRLEY GRIFFIN



Objective: To apply and enhance my qualifications with an organization that will challenge and effectively utilize my experience, knowledge and training in an effort to enhance growth, profit, and personal advancement..

DALLAS INDEPENDENT SCHOOL DISTRICT

**2001 - PRESENT
DALLAS, TEXAS**

Admin Clerk

- Administrate Affidavit to potential employees
- Assist in updating Excel spreadsheets daily
- Types various documents and correspondence as required
- Communicate with all levels of personnel on daily basis via telephone, in person, and e-mail
- Review Criminal History Background for approval and denials
- Assist in maintaining filing system

PRUDENTIAL HEALTHCARE

**1985 - 1997
DALLAS, TEXAS**

- Handled extensive high volume of confidential information
- Coordinated testing for potential new employees
- Maintained attendance/vacation records on spreadsheets
- Prepared general expense vouchers for marketing associates
- Maintained Broker and client listing
- Coordinated ordering office supplies
- Schedule work to meet deadlines
- Trained new employees
- Provided quarterly and annual performance evaluation

Licensing/Commission Specialists

- Coordination of Group I and HMO licensing for brokers, agents and Marketing associates
- Acted as a liaison between the broker and commission department

Executive Secretary to the Director of Marketing

- Worked with highly confidential information
- Assist sales reps in proposal and sales process
- Prepared various types of letters and reports
- Organized department meetings
- Worked closely with Human Resources handling personnel matters for the Department

REPUBLICBANK-DALLAS EAST

**1980 - 1985
DALLAS, TEXAS**

Senior Credit Clerk

- Processed Installment loans
- Balanced monthly statements and loan reports
- Key punch loan payments
- Setup new account files
- Reported charge-off and repossessions to Credit Bureau
- Maintain records on collateral loans and release collateral on matured loans

*References will be furnished upon request.