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Lacy E Johnson

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Credit Details

Position	Title	Network	Dates
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Additional Experience:

Lacy Johnson
14315 Chandler Blvd. #16
Sherman Oaks, CA 91401

Home: (818) 988-8054 Cell: (818) 613-5093 E-mail: dolphin195@yahoo.com

OBJECTIVES

- Seeking a challenging and rewarding career as an administrative assistant, where my experience and background will be utilized and enhanced.

PERSONAL QUALIFICATIONS

- Self motivated, conscientious, diligent and resourceful in carrying out responsibilities, and pursuing objectives in a superior manner.
- Can easily work, interact and communicate with people of all levels and backgrounds.

PROFESSIONAL BACKGROUND

Film Garden Entertainment Receptionist/Administrative Asst.

- Answering and screening multi line telephone calls.
 - Greet all incoming visitors
 - Handle all Fed-Ex and UPS Shipments and order all shipment supplies.
 - Sort and distribute mail
 - Schedule meetings in conference room.
 - Internet Research
 - Order all office and kitchen supplies
 - Typing correspondence
- 10/03-Present

Film Garden Entertainment Production Assistant

- Logged raw footage.
 - Handled all Personal Releases
 - Ordered dubbing of all in house tapes.
 - Arranged all shoot locations
 - Coordinator for craft services at shoots.
- 05/03-10/03

Film Garden Entertainment Receptionist

- Answering and screening multi line telephone calls.
 - Handled all Fed-Ex, UPS Shipments and ordered all supplies.
 - Logged raw footage from shoots.
 - Scheduled meetings in conference room.
 - Performed Internet Research
- 01/03-5/03

Ralph Edwards Productions Receptionist/Administrative Assistant

- Answering, screening and directing multi-line telephone calls.
 - Answering general public information. Assist the office manager, executive secretary and bookkeeper with multi-tasks.
 - Typing documents, filling tax documents and sorting mail.
 - Inventory of stock and ordering supplies for the company.
- 09/99 – 01/03

COMPUTER SKILLS

Proficient in Windows , Word, Excel, Outlook Express, Internet research on both a mac and a pc.

References available upon request.

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