

From: [Gina L. Turcotte <ginalyn@adelphia.net>](mailto:ginalyn@adelphia.net)

To: [Deprato, Dan](#)

Date: 1/29/2003 10:25:31 AM

Subject: RE: Admin Assistant Job ID: 020052-8919

Dan,

I have a rudimentary knowledge of both PowerPoint and Excel but I feel confident in my abilities as a clerical worker, and a computer technician, to be able to learn both of those programs very quickly once I began working with them on a regular basis. Thank you for your consideration of me for placement.

Gina L. Turcotte

-----Original Message-----

From: Deprato, Dan [mailto:Dan.Deprato@adeccona.com]

Sent: Wednesday, January 29, 2003 10:21 AM

To: 'ginalyn@adelphia.net'

Subject: RE: Admin Assistant Job ID: 020052-8919

Gina,

Do you have Power Point, and Excel?

Dan DePrato

Office Supervisor

ADECCO EMPLOYMENT SERVICES

207-782-2882

> -----Original Message-----

> From: Gina L. Turcotte [SMTP:ginalyn@adelphia.net]

> Sent: Wednesday, January 29, 2003 10:09 AM

> To: dan.deprato@adeccona.com

> Subject: Admin Assistant Job ID: 020052-8919

>

> Attached below please find my resume in support of my application for the
> Administrative Assistant position available with your client. As you will
> see, I have several years of strong clerical experience with extensive
> customer support skills. I am registered with your Augusta office for
> placement.

>

> My work experience has varied in many ways through the years. I have
> worked for different branches of the Maine State government, in addition
> to employment in the private sector, and have acquired many valuable
> skills in each position. I have always enjoyed working with the public
> component of my jobs and have strived to deliver professional, courteous,
> efficient and timely assistance to those who need it. I find the public's
> response to my assistance very rewarding and compelling for me to continue
> to provide quality assistance.

>

> My skills include dedication to a high-quality product, great
> attention to detail, quick and efficient completion of my tasks and a
> strong working knowledge of office environments and computer applications.
> I am a trained computer technician that allows me to quickly learn the
> unique applications of the organization and to implement them as swiftly
> as possible into my daily tasks. I also strive to learn the unique
> elements of my job and to discover ways to complete the tasks with better
> quality, efficiency and accuracy.

>

> I consider myself to be a dedicated, hard-working, dependable
> individual who takes great pride in every task I encounter and feel I
> would be a great asset to your organization. I would appreciate an
> opportunity to further discuss my qualifications and suitability for this
> position.

> Gina L. Turcotte

> 32 Court Street, #A

> Augusta, Maine 04330

> (207) 623-4599

> ginalyn@adelphia.net

>

>

> CAREER OBJECTIVE:

>

- > To obtain employment as a clerical support personnel in order to
- > utilize, promote and strengthen my office
- > support skills in a progressive business environment.
- >
- > EMPLOYMENT:
- >
- > STATE OF MAINE
- > 4/95 - 7/01
- > Department of Defense, Maine Veterans' Services
- > Veterans' Services Clerk
- >
- > Received, sorted, and filed disability benefit
- > applications for Maine Veterans with the Veterans' administration.
- > Answered questions regarding various resources available to disabled
- > veterans. Correspondence with disabled veterans regarding the status of
- > their application for disability benefits.
- >
- > Bureau of Revenue Services, Division of Compliance
- > Tax Compliance Clerk
- >
- > Received, sorted and filed bankruptcy notices and
- > court pleadings to ensure proper discharge of pending bankruptcies.
- > Extensive phone contact with public entities. Accurately and promptly
- > create and finalize legal pleadings with considerable attention to detail.
- >
- >
- > Bureau of Revenue Services, Division of Sales Tax
- > Sales Tax Clerk
- > Received, sorted and filed automobile dealers' and
- > lessors' certificates to ensure proper reporting, collecting and
- > remittance of appropriate sales tax. Extensive phone contact with
- > automobile dealers regarding sales tax reporting, collections and
- > remittance. Evaluate dealer's need for assessment of tax due, plus
- > interest and penalties, if appropriate. Determine need to transfer case to
- > Tax Examiner for issuance of assessment. Correspondence to dealers'
- > regarding sales tax reporting discrepancies.
- >
- > Bureau of General Services, Property Management Division
- > Property Management Clerk
- > Answer phone inquiries regarding work requests and
- > complaints on state owned buildings and property. Data entry of work
- > orders for all labor crews. Maintain accurate spreadsheets for utility and
- > fuel consumption of state owned buildings and property. Production of work
- > contracts with internal and external service entities.
- >
- > EDUCATION:
- >
- > Performance Knowledge, Inc.
- > Microsoft Certified Systems Engineer
- > 05/99 - 08-99
- > Studied Windows NT Server 4, Windows NT Server 4 in the Enterprise,
- > Networking Essentials TCP/IP
- > Configuration/Implementation, Windows NT Workstation 4, and
- > Microsoft Exchange Server 5.5.
- >