

# Les Miller

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**OBJECTIVE:** To prove the trust and responsibility to another company, that I have had with my former employers. (I was given security code and keys to open and close most business, listed below, as needed.)

**SKILLS:** Possess skills in general office procedures, data entry, warehouse shipping/receiving, e-Commerce clerk and administrative assistant. Excellent presentation, organization, and communication skills—both oral and written; flexible, able to multi-task and quickly respond changing situations; Proficient in Microsoft Windows, Microsoft Office Suite (Word, PowerPoint, Access, Excel, and Outlook)/FrontPage, Intuit Quick Books, Adobe PhotoShop and Internet Explorer software. Able to troubleshoot, maintain accurate records of expenditures and debits, product packaging and labeling, film editing and duplicating VHS and DVDs.

**EDUCATION:**  
**03/74-03/75** Broward County School Board **General Equivalency Diploma**

**EXPERIENCE:**  
**09/07-10/08** B & B Delivery **Newspaper Vender** Hollywood, FL  
Duties include: Sold newspapers to customers traveling on streets in Hollywood and collected money periodically. Kept records of accounts and provided the correct change for clients as needed.

**11/05-07/07** DeRosa & Sons Construction **Administrative Assistant** Fort Pierce, FL  
Duties included: Provided administrative support to company's management, compiled quotes from outside sources and faxed proposals, maintained QuickBooks documents. Composed, typed and edited a variety of correspondence, reports, memoranda, graphic data and other material requiring judgment as to content, accuracy and completeness and performed other duties as assigned.

**01/04-05/05** Education 2000, Inc (education2000i.com) **eCommerce/Warehouse Clerk** Ft. Lauderdale, FL  
Duties of eCommerce clerk included: Posted new releases to company web store, added titles to Amazon.com Advantage, which weren't previously listed. Updated Marketplace & z-shops (Amazon.com) listings; initiated backup procedures using Dantz Retrospect program, operated scanner and assisted in the coordination of the ordering, shipping and receiving processes for UPS/USPS and daily performed quality control as warehouse clerk.

**11/02-09/03** Sweep-A-Lot, Inc/Davlin Services, Inc. **Office Manager** Pompano, FL  
Duties included: Performed administrative duties in parts department and coordinated administrative office activities. Initiated and designed inventory database for department using Microsoft Access software, efficiently facilitated proposals for sweeping contracts and mainstreamed internet e-mail sales and parts, answered telephone calls and performed other duties as required.

**11/99-07/00** P.E.E.R. Print **Assistant Manager** Oakland Park, FL  
Duties included: Prepared and designed newsletters, business cards and flyers for publication. Set typed according to copy; operated mimeograph to print job order; created clarity of impression, and corrected imperfections for customers after they proofed the material.

**11/98-07/04** Self-Owned **Freelance Graphic Artist** Miami, FL  
Duties included: Prepared and designed the graphics primarily for published, provided technical support and printed media, such as business cards, flyers and brochures for publication. Installed and integrated hardware and/or software for clients to meet their specific needs.

**REFERENCES:** Available upon request