

SAMPLE FACT SHEET

MILDRED MADERAS
32 Erie Street
Dumont, New Jersey 07628
(201) 384-9005

SUMMARY

Extensive experience with diverse clerical positions. Responsibilities have included:

Mail Analysis
Deposit and Balance of Checks

Data Entry Preparation
Operations Management

EXPERIENCE

1966 - Present **COMMUNICATIONS DATA SERVICES, Rochelle Park, NJ**

Manager, Data Preparation Department

Supervised and managed a 50 to 60 person department (at peak periods increased to 125 employees). Responsibilities included all production schedules for second shift.

- Delegated staff assignments which resulted in improved work flow.
- Trained new employees in all phases of department. Increased speed and ease of entry to operation.
- Instituted new filing system for personnel records and employee evaluations which is still in place.
- Maintained daily cash reports to balance with checks.
- Oversaw department transactions which ranged from \$334,895 in January of 1981 to \$1,114,742 by January of 1985.
- Reduced departmental mail turnover from three days to one day - 95% effectiveness.
- Regularly managed accurate and timely balance of each day's processing for inclusion in mail review reports to publisher.

EDUCATION

Dumont High School - Graduated 1965

SKILLS

- Operate Encoding Machine
- Mail Opening Machine
- Calculator