

Stephanie Raynor

223 Endsleigh Avenue
Middle River, Maryland 21220
410-238-1958
sendldorfer@yahoo.com

OBJECTIVE

My objective is to gain employment on an administrative level.

EDUCATION

Kenwood High School 1994-1998

High School Diploma
Sports Science Academy

Community Colleges of Baltimore County 1998- Present

General Studies
3 classes short of an AA
Continuing classes in the spring

EXPERIENCE

Law Offices of P. Paul Cocoros 2007-Present

Secretary Duties: answering 7 line phone system, filing, communication with clients via mail, phone and in person, processing credit card transactions, data entry into on-line data base, files maintained, bulk mailings, supplying attorneys case list in excel format, Notary.

Baltimore County Savings Bank 2005-2007

Head Teller Duties: supervising teller line, verifying teller drawers, counting vault, opening new accounts for customers, answering phones, some outside marketing for new business costumers.

Costco Wholesale 1998-2007

Membership Clerk Duties: opening new accounts, maintaining American Express applications, answering phones, marketing, entering new membership information into the system, processing return transactions.

References available upon request