

# Amy Mathews

117 River St  
Boston MA 02127

(617) 247 8459  
amathews@resume.digest

11 years of management administration in industry, public office, law firm and tourism  
Keeping a fast pace with customer relations, internal communications and bookkeeping.

## Employment History

Copley Law Practice (Boston, MA) Administrative Assistant 3 years	Reporting to the 3 partners of the firm * entering accounting information * scheduling client appointments * managing internal and external mail * maintaining all clients documentation
Rail track HQ (Boston, MA) Personal Assistant 3 years	Reporting to General Manager of Rail Track * scheduling client appointments and meetings * building the agenda for weekly team briefings * producing PowerPoint presentations for national monthly meetings. * taking minutes of all meetings and writing transcripts.
Salem Historical Society (Salem, MA) Administrative Assistant 4 years	Reporting to Tourism City Manager * Following-up with visiting national and international groups, setting tour schedules * Coordinating floor staff ensuring excellent service for all visitors. * Preparing and updating all brochures displayed within the town. * Performing general accounting such as accounts payable/receivable, bank reconciliation, deposit of daily lodgements.
JFK Library (Boston, MA) Office Assistant 2 years	* General office duties (using idle time to catch up with procedures) * Filing, photocopying & typing (a place for each thing and each thing in its place!) * Answering incoming calls (being courteous to the public, juggling interruptions) * Handling mail (figuring out recipients for parcels, trip to the Post Office) * Maintaining adequate documentation for the public (restocking brochures, application forms...)

## Education

Microsoft Partners (Boston)	Microsoft Office specialist certification
American Institute of Management (Boston)	Accounting course for non-accountants
Boston College (Boston, MA)	BS in Business and Communications
Hollymount High School (Cambridge, MA)	High School Diploma

## Bio Data

I love to get on top of things in a fast moving corporate environment where I can pre-empt what needs to be done and when - making sure everything runs smoothly.

I have kept myself up to date in IT and accounting skills with some recent courses.