

Amy Mathews

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4 years in tourism management administration
Staff supervision, bookkeeping, customer relations in industry, public office and law firm

Employment History

Salem Historical Society (Salem, MA) Administrative Assistant Sep 2006 to PRESENT	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.
Copley Law Practice (Boston, MA) Administrative Assistant Sep 2003 to Aug 2006	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 Oct 2000 to Jul 2003	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.
JFK Library (Boston, MA) Office Assistant Aug 1998 to Jul 2000	* 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) May 2009 to Jun 2009	Microsoft Office specialist certification
American Institute of Management (Boston) Feb 2008 to Jun 2008	Accounting course for non-accountants
Boston College (Boston, MA) Sep 1995 to Jun 1998	BS in Business and Communications
Hollymount High School (Cambridge, MA) Sep 1989 to Jun 1994	High School Diploma

Bio Data

I am well acquainted with the Australian culture through my family roots. My last role gave me an insight on how to best service holiday makers and manage a team of people in a remote location.