

Office Assistant: Morton Grove IL. Coord activities of constr comp. Monitor compl w/regs. Prov customer service. Resolve complaints. Perform clerical & admin functions: drafting corresp, sched appts, org & maintaining files, prov info to clients, employees, vendors. Enter info into database. Op office eqpt. Prep docs for accountant. 24 months exp. HS. Res: MJZ Home Design, LLC; mjzhomedesign@gmail.com