

Office Assistant: Bloomington IL. Coord activities of transp comp. Monitor compl w/regs. Bank deposits. Investigate & resolve complaints reg transp services. Clerical & admin functions: drafting corresp, sched appts, org, maintaining paper & electronic files, info to clients, employees, drivers-operators. Enter info in database. Op office eqpt. Prep docs for accountant. 1 yr exp of any office admin position. HS. Res: Bloom Services Inc, mike@bloomtrucks.com