

MICHELLE GRAY

OFFICE PROFESSIONAL

CONTACT

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EDUCATION

Lubbock Christian University

SKILLS

Typing (65 wpm)
Microsoft Office 365 Suite
Computer and internet savvy
Contact Database systems
Medical office terminology
Managing multi-line phones
Scheduling & Dispatching
Google Suite
Office System Processes
Payroll processes
Coordinated marketing events
B2B market development
Outside sales in large market base
Execution of reports and sales goals
Company promotion at community events
Professional, friendly demeanor
Enthusiastic attitude
Outgoing personality
Top-notch customer service
Takes Initiative
Problem-solving
Prioritizing, time-management
Organized

Sales Achievement Award, 2012

Authorized to work in the US for any employer

SUMMARY

Dedicated administrative professional with over a decade of experience in diverse office roles. Possessing strong creative and analytical abilities, I excel in collaborating with team members and paying close attention to detail. A natural motivator who is committed to assisting others.

I am currently exploring opportunities for a permanent position with a company that values professional development, prioritizes work-life balance, provides competitive compensation, and is looking to elevate their business with a motivated and ambitious individual.

ADMINISTRATIVE EXPERIENCE

Fused Graphics Group | 6/2023 to 12/2023

Receptionist & Inside Sales

Rusty's Weigh Scales & Service | 05/2022 to 3/2023

Administrative Assistant

Freedom Designs Screen Printing Co. | 01/2022 to 04/2022

Office Director & Sales

Physical Therapy Associates | 02/2020 to 01/2021

Administrative Assistant

Center for Interventional Pain Management | 06/2019 to 02/2020

Medical Receptionist

Enhance Mortgage Corporation | 04/2015 to 02/2018

Administrative Assistant

Keller Williams Realty | 02/2006 to 04/2009

Administrative Assistant

SALES EXPERIENCE

- Bare Minerals Makeup | 11/2018 to 04/2019 (Seasonal Assignment)
- Main Event Entertainment | 02/2018 to 08/2018
- First American Home Warranty | 04/2011 to 12/2013

OTHER EXPERIENCE

Bombchelle Creative | 2009 - Present | Freelance

Graphic Designer & Virtual Assistant

Joshami Janitorial | 07/2020 to present

Custodial Office Cleaning - Part time, evenings & weekends

Platform Restaurant | 02/2019 to 06/2019 (Temporary Position)

Food Server & Administrative Assistant

References

She is extremely loyal and incredibly hard-working in character."

Christy Terry, Patient Services Covenant Medical Group
(806) 620-3913

"...incredible and motivated...is always executed in excellence..." "She will absolutely take your team to the next level.'

Dijon Russell Pastor, The Worship Center
(806) 773-1462

"...hard, dedicated and tireless worker...huge asset to any company... keen ability to explain complex situations.... energetic and driven..."

Lisa Clark, Bookkeeper/ Consultant Enhance Mortgage

"...meticulous eye for detail..."

Ashley Neill,
Closing Coordinator Enhance Mortgage
(806) 283-6402

"I would strongly recommend Michelle to any organization that is looking to improve their talent."

Ryan Cooper, Investor & Partner Note Resources

"I am always impressed with her. She seems to have unlimited energy and determination along with organizational skills to match...She is always professional and personable at the same time"

Nathan Turner, Canadian Note Guy

"She is constantly striving to improve herself physically, emotionally and professionally"

Debora Lopez, Owner, Broker MoVaDe Realty
(806) 535-3016

"Michelle has advanced computer skills and is proficient with Publisher, Excel, and Outlook. She has a bubbly personality and works well with the public either in person or on the phone. She has great organizational skills."

Julie Blair, Learning Technology Rep at McGraw Hill

About me ...

I am the oldest of three children born and raised in Lubbock, Texas. I have been involved in my community by attending numerous functions throughout school and church events, and eventually helping to plan them. Despite being a self-proclaimed "book nerd," I am known as the "cool aunt" to my nieces and nephews. I have one daughter who is currently studying to become a nurse as a freshman at LCU. I am also a dog mom to "Oakley," a 7-year-old pitbull who acts like a grumpy old man, and "Missy," a 1-year-old rescued, clumsy Weimaraner with boundless energy. I enjoy spending time with my family around the dinner table, laughing, playing games, and cheering on LCU Chaps and the Red Raiders every chance I get with friends.

My favorite quote is, "If you can be anything in the world, be kind."