

# Veronica Carney

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## Summary

Dedicated and focused acquisitions/media assistant who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals.

## Highlights

- Microsoft Office proficiency
- Excel spreadsheets
- Professional and mature
- Strong problem solver
- Dedicated team player
- Proofreading
- customer service
- Multi-line switchboard
- money handling
- purchasing
- bill payments

## Experience

Cisco College

August 2003

### **Library Acquisitions/Administrative/Media Assistant**

Cisco, TX

Order new books and supplies, keep account of funding, assist students and community patrons with their questions, search for rare and out of print books. Make purchase orders, keep inventory, answer phones, look for information on new computer systems or other equipment, file, handle all mail, handle book fines and fees, re-stock shelves. Deliver, set up and keep track of all media equipment (laptop computers, speakers, LCD projectors, overhead projectors, and TV/DVD combo) I process new books and DVDs and make check-out cards for the DVDs. I attended training for Texshare Database by EBSCO, Thomson Gale Database, and Library of Texas Workshops.

Cisco ISD

August 2001 to May 2003

### **Band/Library Aide**

Cisco, TX

I worked with students helping research, handle discipline, take attendance, handle book fines, run the annual book fair, re-stock shelves, supervise band trips, monitor when testing, and being a substitute teacher when necessary. I attended training for Britannica Online, and Region 14 workshops on Powerpoint Presentations and How to Help with Student Research.

Kens Motorcycle Shop

October 1998 to February 1999

### **Office Manager**

Eastland, TX

I handled pay-roll, customer service, invoices and billing, deposit checks, data entry, filing, answer phones and direct calls.

New York Central Mutual Fire Insurance Co.

September 1987 to August 1998

### **Policywriting/Customer Service/Receptionist**

Sherburne, NY

I handled a multi-line switchboard, directed calls, accepted deliveries, word processing, data entry, mailroom, proofreading, filing, microfilm, customer service, called agents for patron information, handled insurance payments and late payment notices, collated insurance policies for mailing, and checked policies for accuracy.

Volunteer Organizations

### **Volunteer**

Cisco, TX

was a troop leader for Girl Scouts and Cub Scouts for 4 years. I organized field trips, planned meetings and fund raisers, handled the troop money and kept all the troop records. I planned award ceremonies, ordered troop badges and supplies, and hand to keep track of awards earned. I have worked with little league, little hoopsters, and flag football to run the concession stands, helped with fund raisers, and

## Education

### **Cisco College**

2014

#### **Associate of Arts: General**

Cisco, TX, USA

I took the required courses with my electives focusing on accounting, business, psychology and sociology.

### **Sherburne-Earlville Jr-Sr High School**

1986

#### **High School Diploma: General studies**

Sherburne, NY, USA

I took normal high school courses with an interest in business and computer processing. I was a member of Future Business Leaders of America through my High School.

### **Chenango/Delaware Vocational Technical School**

1986

#### **Office Procedures**

Norwich, NY, USA

I earned a certificate of completion where I learned typing, filing, customer service, data entry, word processing, shipping and receiving, all office machines, switchboard and bookkeeping.

### **State University of New York at Delhi**

#### **General Studies**

Delhi, NY, USA

I took courses in typing, computer entry, word processing, public speaking, and shorthand.