

Laura Cannon

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Objective

I am seeking an interesting, challenging, and rewarding position that will allow me to focus my energies and skills in an environment that gives me the opportunity to develop my professional abilities and realize my potential.

Personal Characteristics

- Responsible
- Energetic
- Dynamic
- Creative
- Quick Study
- Eager to Learn
- Self Starter
- Takes Initiative
- Organized

Education

Bachelor of Arts in Communication Studies 2010
West Virginia University, Morgantown WV

Work Experience

OFFICETEAM – Temp – *Vienna, VA* – June 2010 - Current

Company 2 – assigned to the Human Resources department

- Became familiar with the Immigration process to maintain and renew employees status': H-1B, TN-1, and Green Card processes
- Updated all employee files with performance reviews using SnagIt to capture records for storage on CD-ROM's
- Updated and created spreadsheets with Human Resources data for use by management
- Created, organized, and labeled folders and binders to improve Human Resources processing
- Scanned files and reorganized filing cabinets to decrease space used and reduce time required to locate and retrieve files
- Responsible for maintaining confidential personnel files for the entire organization

Company 1

- Created Microsoft Excel spreadsheets containing data captured from the company database

NOVACO, Inc. – Intern – *Fairfax, VA* – May – August 2009

- Reported directly to the Executive Director of the foundation
- Edited the seasonal newsletter and contributed an article to this newsletter
- Updated members' information in the organization's database
- I proposed and established a Twitter account to informed members of upcoming events
- Solicited local businesses for items for the annual Gala's live and silent auction accounting for more than \$2,000 in donations
- Contacted U.S. Congressmen and U.S. Senators to become honorary chairmen of Gala and increased participation by over 50 percent

B.F. Saul – Administrative Assistant – *Chevy Chase, MD* – May – August 2007; December 2007 – January 2008

- Reported to President of Capital Professional Investors Market (CPIM)
- Updated forms used daily by employees; including, fax cover sheets and invoices
- Learned office administration procedures including; sorting mail, recording and sending invoices, answering phones, filing, sending and distributing faxes, and recorded new client information

Computer Skills

- Experienced with Microsoft Office; including, Word, Excel, PowerPoint, and Outlook.
- Familiar with Lotus Notes 6.9 and SnagIt 9

References - available upon request