

LAURA CARLANELL
Urbana, IL 61802
217-328-1674
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www.carlanell.com

OFFICE PROFESSIONAL

Champaign County area employment only. NOT interested in sales jobs of any type.
Organized, detail and efficiency oriented. Employer can expect accurate, timely, reliable results.
Available weekly Sunday through Friday, 24 to 48 hours, daytime/evenings.
Contract, permanent, or Temp-to-hire. Pay rate negotiable.

WORK EXPERIENCE

Data entry, database maintenance and design. Production of various standard and customized reports, and charts as needed. Experience with computer technical support, consultation and software tutoring. Experience with processing HIPAA & bill payments, processing mail. AP/AR, general ledger, bank account reconciliation and payroll. XHTML, CCS coding, web design.

Software Expertise

- Access • Excel • Outlook • Word • Internet Explorer • Microsoft Edge • Windows 7/8/8.1/10
- Adobe Acrobat • Adobe PageMaker • QuickBooks Pro • Quicken • Firefox • Google Chrome

Professional Accomplishments

- Commended by auditors for my bookkeeping skills.
- "Outstanding Volunteer Service Award" from the DeKalb County Voluntary Action Center (VAC).

Volunteer Experience

- Crisis Line Volunteer, Ben Gordon Mental Health Center, DeKalb, IL (3 years)
- Crisis Line Volunteer, Champaign County Mental Health Center, Champaign, IL (1 year)

EMPLOYMENT HISTORY

- **Office Professional**, 10/10/2011 - 05/31/2012; temp assignment ended (Health Alliance). Adecco, 1805 W Kirby Ave, Champaign, IL 61821, 217-355-2342.
- **Administrative Assistant**, 10/21/2005 - 02/13/2006; temp assignment ended (Comcast). Spherion, 701 Devonshire Dr, C-2, Champaign, IL 61820, 217-359-4488
- **Operations Assistant**, 09/18/2001 - 09/15/2004; laid off. Champaign County CASA, Inc., 154C Lincoln Sq, Urbana, IL 61801, 217-384-9065
- **Information Analyst**, 08/30/1995 - 09/30/1998; laid off. PersonalCare, 2110 Fox Dr, Champaign, IL 61820, 217-366-1226
- **Computer Utilization Specialist**, 04/02/1984 - 08/15/1995; Community Elements, 1801 Fox Dr, Champaign, IL 61824, (217) 373-2420

EDUCATION

- **St Johns College**, Associate of Arts Degree, Winfield, KS 67156
- **Unity High School**, High School Diploma, Tolono, IL 61880 (GPA: 3.67)