

Xann L. Horn
Administrative Assistant

EXPERIENCE

02/12 – Present **Administrative Assistant**, White Mountain Survey & Engineering, Inc.,
Ossipee, NH

10/95 – 01/12 **Administrative Assistant**, White Mountain Survey Co., Inc., Ossipee, NH

Report to President; Responsibilities include performing all secretarial duties for entire staff; handling accounts payable, accounts receivable, and payroll; preparation of annual and quarterly taxes; human resources; assisting with proposals to potential clients; customer services duties as needed by clients; receive all walk-in clients and handle six line phone. (February 2012 corporation name was changed.)

1/95 – 9/95 **Administrative Specialist/Marketing Coordinator**, Ashland Oil/The Valvoline
Company, Lexington, KY

Reported to Zerex and Pyroil Brand Managers/Marketing Department; contact person for outside nationwide sales representatives; established central filing system for entire marketing department; solely responsible for order control reports, product warning labels, and marketing budget; prepared visual presentations for meetings; assisted managers with presentations; initiated and scheduled computer training courses for supervisors.

8/93 – 11/94 **Executive Secretary**, KidsPeace New England, Ellsworth, ME

Reported to Executive Director; interacted and worked directly to assist management; composed and typed correspondence; created and maintained filing system; answered phones as necessary; scheduled appointments; arranged travel plans for entire company; assisted with state licensing needs; recorded minutes of and participated in management team meeting; interacted with clients under supervision of Director of Education; consulted on IEPs.

6/92 – 8/93 **Secretary**, KidsPeace New England, Ellsworth, ME

Prepared client evaluation packets which included the following reports to create a diagnostic evaluation: Social History; Psychiatric Evaluation; Psychological Evaluation; Medical Report; Diagnostic Classroom Evaluation; Summary and Recommendations.

EDUCATION

1987 Burdett School of Business – Boston, MA – Co-op Executive Secretarial Program