



CITY COUNCIL
Regular Meeting Agenda

March 17, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Invited Speakers**

5:45 PM
Dawn Molinero

6:30 PM
Teresa Wilcox Garber

7:15 PM
Margaret "Meg" Clark

- 5. Public Input**
- 6. Council Items**

Item # 2023-229
City Clerk Appointment
- 7. Adjourn/Recess**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. FS 286.0105



5:45 PM
Dawn Molinero

MEETING DATE

March 17, 2022

PREPARED BY

Administration Department

Dawn Marie Molinero

2645 Stafford Farm Blvd, Jay FL 32565

c: 360.443.0757, w: 850.452.2252

iamsuccess_ful_1@hotmail.com, dawnmolinero@gmail.com

A decorated military leader seeking to translate over 21 years of experience in team-building and program management into an opportunity to think big and solve complex problems for an organization that values hard work and tenacity. Consistent top-ranked performer who is adept at transitioning to new roles and rapidly delivering exceptional results.

KEY STRENGTHS

Expertise in Human Resource/Personnel Management, Office Management, Auditing/Disbursing, Customer Service, Education Services, Defense Travel and Government Travel Card Management, Career Counselor, Work/Life Consultant and Transition/Relocation Consultant. Lean Six Sigma-Green Belt. Possess a DoD Secret clearance. Fully versed in Microsoft suite.

Naval Medical Operation Training Center, Pensacola, FL (2019-Current)

Hours per week: 40

Transportation Technician

Supervisor: Vonselle Thomas, 850.452.4355

Okay to contact this supervisor: Yes

*Maintain training files of active duty and civilian Defense Travel System (DTS) and Government Travel Card (GTC) program participants.

*Monitor GTC transactions during cycle in order to take timely actions against questionable cardholder transactions. Analyze, prepare and submit detailed monthly GTC reports to command and higher authority on program status or discrepancies prior to due date.

*Maintain daily Microsoft EXCEL spreadsheets, documenting all travel requests and vouchers processed and monies requested through the appropriate chain of command.

*Examine, process and maintain for accuracy all official travel requests to ensure compliance with the Joint Travel Regulations within DTS.

*Resolve customer questions, issues and complaints to ensure absolute customer satisfaction.

Naval Aviation Technical Training Center, Pensacola, FL (2018-2019)

Hours per week: 40

Program Technician

Supervisor: Barbara Haddy, 850.452.8067

Okay to contact this supervisor: Yes

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US Navy, Naval Hospital, Bremerton, WA (2014-2017)

Hours per week: 45

Personnel Officer

Supervisor: Larry Middleton, 757.469.3455

Okay to contact this supervisor: Yes

*Personnel Officer for military Human Resources and Operational Readiness Departments. Managed staff of 16 active duty and 3 civilians providing administrative support for a 1,400-member Naval hospital. Responsibilities included pay (regular, special and travel), manpower, correspondence, performance evaluations, awards and recognition, office supplies/equipment, operational/medical readiness, vacation/leave. Managed command check-in/check-out process. Served as unit liaison to the military and civilian personnel support detachments.

*Resolved customer complaints; received multiple *Customer Service Excellence* award/accolades.

*Evaluated work, initiated requests for personnel action, reviewed/approved work for accuracy, completeness and compliance. Composed and edited correspondence ensuring proper grammar, content and formatting. Answered inquiries and correspondence for staff and external customers.

*Managed special projects that involved research; entered, maintained and retrieved organizational, program and project data with a variety of computer applications. Collected information, data and resources to prepare program management documents, reports and correspondence.

*Wrote administrative policies and procedures to comply with Department of the Navy and Bureau of Medicine and Surgery (BUMED) regulations. Generated reports, spreadsheets and charts for submittal of information to command leadership and BUMED. Managed oversight of 12 BUMED auditable programs to include 220 command directives, 180 command originated forms, 500 military enlisted personnel billets and command records management for all non-healthcare treatment records.

*Directed command long and short-term administrative and readiness planning for personnel deployments. Tracked budget balance and expenditures to include supplies, equipment and Temporary Assigned Duty costs. Processed travel orders and travel vouchers.

*As command enlisted manpower coordinator, responsible for monitoring, reporting and managing enlisted billets, enlisted personnel assignment and coordination of manning requests.

*Identified training needs within departments; assessed training effectiveness to improve training quality and efficiency, entered training data into local databases.

*Coordinated and hosted a variety of command activities, official/executive visits, functions and events.

*Defense Medical Human Resource System-Internet departmental timecard manager; advised personnel on time keeping regulations and processes.

*Collateral assignments: Sexual assault and prevention response representative/counselor, command family advocacy program manager/counselor, regional transportation coordinator.

*Elected: Chief Petty Officer Association Secretary and Treasurer.

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US Navy, Commander, Carrier Strike Group THREE, Bremerton, WA (2010-2014)

Hours per week: 50-60

Administrative Officer/Command Career Counselor/Education Services Officer

Supervisor: Lesa A. Geddes, 904.716.3132

Okay to contact this supervisor: Yes

*Led department of 5 Sailors in administrative support to Fleet Admiral Staff of 110 personnel.

*Oversaw administrative planning and scheduling, military awards and unit recognition program, reporting, transferring and separating personnel. Managed pay (regular, special and travel), performance evaluations, office supplies and emergency/regular/holiday leave.

*Composed and edited internal and outgoing correspondence ensuring proper grammar, content and formatting. Ensured proper storage and destruction of classified information.

*Evaluated work, identified training needs, initiated requests for personnel action and reviewed/approved work for accuracy, completeness and compliance.

*Command Education Services Officer. Scheduled test site facilities, assigned proctors as required, ensured test materials were provided for testing personnel. Ordered, assumed, maintained, delivered and destroyed exam products in accordance with Department of Defense regulations. United States Military Apprenticeship Program Manager. Educated personnel on certification programs, Navy College and Tuition Assistance; compiled data and status reports.

*Managed Government Travel Card (GTC) program; Defense Travel System administrator. Scheduled all travel arrangements for executive staff and civilians to include transportation and hotel accommodations and other expenditures. Processed travel orders/vouchers. Completed/approved travel claims, ensuring payment to members and GTC. Maintained tracking and reporting of GTC to command hierarchy and resolved customer complaints with absolute satisfaction.

*Compiled manning statistics, prepared manning reports, interpreted Authorized Manning Documents and Officer Distribution Control Reports.

*Scheduled executive conferences, meetings and luncheons for executive staff. Resolved customer questions, issues and complaints throughout executive hierarchy to ensure customer satisfaction.

*As Command Career Counselor, ensured staff provided with career information, transition/relocation assistance and various work/life services. Developed, implemented and managed work/life programs; established a public relation strategy and wrote presentations to inform and ensure target populations were informed of work/life and transition services and activities.

US Navy, Naval Recruiting Command, Indianapolis, IN (2007-2010)

Hours per week: 40-60

Recruiter/Placement Classifier

Supervisor: Jerry Bertram

Okay to contact this supervisor: Retired, no longer have contact

*Coordinated, supervised and evaluated enlisted recruiting and counseling efforts of 7 personnel.

*Managed, mentored and trained future Sailors (new recruits) in preparation for Recruit Training Command; generated actions for establishing new recruits following Naval Recruiting District guidelines.

*As Placement Classifier, interviewed and hired the best qualified applicants by employing effective listening techniques per individual personalities.

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*Assisted command in organizing and implementing an aggressive enlisted recruiting and career information program; developed recruitment and classifying "go by" while issuing feedback to chain of command; developed command policy for attrition reduction and coordinated special Navy recruiting career information events. Resolved internal and external customer complaints when required.

US Navy, USS CARL VINSON, Newport News, VA (2004-2007)

Hours per week: 40-60

Human Resource Specialist

Supervisor: Raphael Quezada

Okay to contact this supervisor: Retired, no longer have contact

*Maintained military financial records, including payroll, travel allowances and reimbursements, performed related computations; applied internal control procedures for payroll transactions, prepared external reports, explained journal payroll transactions, entered data and audited financial returns.

*Analyzed data within the Defense Finance and Accounting System to ensure accuracy of data elements. Tracked various stages of accounting, Actual Expenditures Unpaid, Unliquidated Obligated Outstanding, and Actual Expenditures Paid to ensure accuracy and completion.

*Created, modified and maintained documents and spreadsheets.

*Developed operational schedules for 42 personnel; developed internal administration process quality control program; provided mentoring and counseling throughout organization; developed training and meeting plans both internally and throughout command of over 2000 military personnel.

US Navy, Aircraft Intermediate Maintenance Detachment, Norfolk, VA (2001-2002)

Hours per week: 40

Aircraft Battery Facility Manager

Supervisor: Alan Gentry

Okay to contact this supervisor: Retired, no longer have contact

*Managed storage and disposal of hazardous waste (aircraft batteries).

*Performed inspection of materials and containers to determine their nature and condition.

*Ensured facility remained within Federal and Department of Defense regulatory compliance.

*Performed required administrative paperwork for shipping and disposal of hazardous material.

US Navy, various locations (1996-2001)

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Education/training: Ashford University San Diego, CA, United States

Bachelor of Science July 2016

Major: Complementary and Alternative Medicine

Cambridge University Cambridge United Kingdom

Life Coach Certification January 2017

High Performance Academy

Graduate March 2017

Department of Labor

Computer Operator, 2000 hr apprenticeship

Counselor (Professional and Kindred), 4000 hr apprenticeship

Office Manager, Administrative Services, 4000 hr apprenticeship

United States Navy & various

Lean Six Sigma-Green Belt, December 2016

Business Communication, December 2014

Career Counselor, December 2010

Field Experience in Marketing, October 2007

Professional Selling Skills, Achieve Global, October 2007

The Customer Driven Organization, Skillsoft Business Skills, May 2006

Disbursing Clerk Travel Payments, April 2006

Influencing and Motivating Others, Harvard Business School, July 2004

Leading Change from the Front Line, Skillsoft Business Skills, April 2004

Managing Time, Skillsoft Business Skills, November 2002

Personnel Financial Management, January 2002



6:30 PM
Teresa Wilcox Garber

MEETING DATE

March 17, 2022

PREPARED BY

Administration Department

Teresa Wilcox Garber

7646 Lakeside Drive, Milton, Florida 33583

Cell: (850)264-8593 Email: livingfree101@gmail.com

February 24, 2022

City of Milton
Laquita Neely, Human Resources Coordinator
P.O. Box 909
Milton, Florida 32572

Dear Ms. Neely,

I am honored to have the opportunity to submit my application for the City Clerk position. A review of the full job description posted on Indeed suggest my knowledge, experience, and personal disposition meet the requirements of the position and would allow me to contribute to the continued success of the City Clerk's office should I be selected.

A native of the Pensacola/ Milton area, I have recently bought a new home in East Milton and am excited to relocate to the area soon. I currently live and work in Tallahassee and have done so for the last 35 years. While in Tallahassee I earned my bachelor's degree in Finance and graduated Cum Laude from Florida State University. Over the last 15 years I have held various leadership roles including overseeing two program areas: Unclaimed Property Asset Management Section and Commercial Vehicle and Driver Services Audit Services Section. My experience managing, leading, and overseeing these teams to efficiently meet the objectives and goals of the program has prepared me to oversee the City Clerk's office. Additionally, my audit experience has honed my analytical and writing skills necessary to be successful as Milton's next City Clerk.

I look forward to meeting with you soon to discuss my qualifications and the requirements of the City Clerk.

Sincerely,



TERESA WILCOX GARBER

7646 Lakeside Drive, Milton, Florida 32583 | C: 850-264-8593 | livingfree101@gmail.com

Summary

Detailed oriented leader proficient with Microsoft Office applications with strong analytical, organizational, managerial, communication, and interpersonal skills honed by many years of experience serving the State of Florida in various roles.

Skills

- Lead, manage, and supervise teams of up to 22 employees to meet and exceed organizational goals and objectives and enhance employee development and satisfaction.
- Evaluate, develop, and enhance policies, procedures, and controls to improve efficiency, effectiveness and productivity.
- Write and edit reports to document organizational structure and analytical evaluation succinctly and accurately.
- Understand, interpret, and apply laws, rules, regulations, policies, and procedures.
- Maintain records retention in accordance with Florida Statutes
- Developed Florida Certified Contract Management Curriculum and Florida Single Audit Act Curriculum and oversaw the delivery of the training
- Consult with agencies concerning procuring services, executing contracts, and managing contracts in accordance with Statute and CFO Memoranda
- Manage State of Florida budget
- Lead a 22-member audit team
- Solution focused leadership
- Highly responsible and analytical
- Proficient in Microsoft Office

Experience

Audit Administrator

08/2016 to Current
Tallahassee, FL

Florida Department of Highway Safety and Motor Vehicles

Administer Florida's International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) audit program in accordance with criteria established by IRP, IFTA, Florida Statutes and Florida Administrative Code (F.A.C.). Establish and apply risk criteria to develop an annual audit plan. Responsible for the technical, analytical, and final review of working papers and reports to ensure compliance with policies, procedures, Florida Statutes, F.A.C, and IRP/IFTA audit criteria. Maintain and regularly evaluate policies, procedures and processes, focusing on opportunities for improvement which leads to the efficient and effective use of resources while meeting goals and objectives. Lead and motivate a 22-member team located regionally throughout the State of Florida to meet and exceed personal and team goals. Consult with taxpayers regularly to discuss audit findings and recommendations and to evaluate protest requests. Establish and maintain professional relationships with Department members, jurisdictional counterparts, taxpayers, and taxpayer representatives. Ensure audits are maintained according to the Department of State's record retention and disposition requirements.

Financial Administrator

03/2013 to 08/2016
Tallahassee, Florida

Department of Financial Services, Bureau of Auditing

Led and supervised the Contract Management Review audit initiative for the Bureau of Auditing to provide regulatory oversight to state agencies in regard to contracting and managing contracts in accordance with Florida Statutes, Florida Administrative Code, Code of Federal Regulations, Chief Financial Officer memoranda and/or agency policies and procedures. Directed the planning, fieldwork and reporting of each agency audit conducted by the 5-member audit team. Establish and apply risk criteria to sample selection. Responsible for the technical, analytical, and final review of working papers and reports to ensure accuracy and conformance to policies and procedures. Evaluate performance and provide guidance to assure audit quality. Develop policies, procedures, and performance measures to improve team effectiveness and efficiency. Consult with state agencies to provide technical assistance with the objective of improving the efficiency, effectiveness, and productivity of the agency's contract management efforts. Oversee the updates to the Catalog of State Financial Assistance and provide training. Coordinated with the Department of Management Services to develop the Florida Certified Contract Manager curriculum and associated training.

Financial Administrator**03/2009 to 03/2013**
Tallahassee, Florida**Department of Financial Services, Bureau of Unclaimed Property**

Directed and supervised the daily operations of the 10-member Asset Management Section including: accounting for cash receipts and disbursements, the receipt and disposition of investment securities and tangible assets found in safe deposit boxes. Managed the Bureau's \$15 million budget and made recommendations for the efficient use of funds to meet program goals. Coordinated business system improvements as well as new functionality while ensuring security measures and internal controls were incorporated. Planned, wrote and executed procurement documents to secure services and managed a multi-million dollar contract to ensure contract terms were adhered to by the contractor prior to payment.

Audit Supervisor**06/2006 to 03/2009**
Tallahassee, FL**Department of Financial Services, Bureau of Unclaimed Property**

Led, administered, and supervised the financial audit initiative for the Bureau of Unclaimed Property. Responsible for the technical, analytical, and final review of working papers and reports to ensure compliance with policies and procedures by the 5-member team. Assisted with the monitoring of third-party audit contractors. Provide educational presentations to industry representatives. Review procedural processes and implement changes to allow members to perform their duties as efficiently as possible.

Senior Contract Auditor**08/2005 to 06/2006**
Tallahassee, FL**Department of Community Affairs, Office of the Inspector General**

Conduct audits of federally and state funded grant agreements to promote accountability and ensure the Code of Federal Regulations, Florida Statutes and agreement terms were adhered to by the grantee and the agency's contract manager. Plan, research, conduct fieldwork, report audit findings, and prepared and organized audit working papers that support the findings. Assisted in writing internal procedures for the review of Single Audits submitted annually to the Department. Train incoming employees on the single audit review process. Maintain Access database to track the receipt of CAFR's and Single Audits.

Tax Auditor II**06/1988 to 05/1992**
Tallahassee, FL**Department of Revenue**

Evaluated and audited internal accounting records of corporations, partnerships, and sole proprietorships to determine taxpayer compliance with Florida Statutes and Florida Administrative Code. Reviewed corporate accounting records to verify Florida sales tax, intangible tax and corporate tax returns. Electronically documented tax compliance errors, prepared report of findings, conducted exit with the taxpayer, made recommendations to correct compliance issues and prepared working papers in support of the findings. Educated taxpayers concerning Florida Statutes.

Tax Auditor II**01/1989 to 12/1989**
Titusville, FL**Department of Revenue**

The Department of Revenue transferred my position from Tallahassee to Titusville to preserve my employment when moving to the area. The Department transferred my position back to Tallahassee upon our return.

Teller Supervisor/Head Teller**06/1985 to 12/1987**
Pensacola, FL**Monsanto Employees Credit Union**

Supervised five tellers. Assisted in planning, organizing and coordinating a new branch office. Evaluated, developed and maintained member service processes to promote problem-free operation of a new branch office. Utilized problem-solving techniques daily in managing member services. Analyzed and forecasted daily cash needs. Responsible for a variety of duties including preparing loan applications, balancing checking accounts for members, replenishing cash drawers daily and overseeing ATM functions. Mastered time management and multi-tasking skills through practical experience. Responsible for over \$1 million in cash daily.

Education and Training

Bachelor of Science: Finance

Florida State University

2004
Tallahassee, FL, USA

Graduated Cum Laude with a secondary focus on real estate and information technology.

Activities and Honors

- December, 2014 - Florida Certified Contract Manager
- 2014 through 2016 - Association of Government Accountants



7:15 PM
Margaret "Meg" Clark

MEETING DATE

March 17, 2022

PREPARED BY

Administration Department

Margaret "Meg" Clark

Pensacola, FL 32504
mclark0711@gmail.com
+1 850 982 4972

Willing to relocate: Anywhere

Work Experience

Customer Service Representative

Thompson-Walden Insurance - Pensacola, FL
June 2021 to Present

- Licensed 4-40 Insurance Customer Service Representative.
- Greet and direct customers to correct agents; assist customers assigned to me with various insurance needs.
- Answer and direct incoming phone calls.
- Help agents gather additional information as needed.
- Take payments over the phone and in person.
- Volunteers to assist agents in any way possible.

Sales Coordinator

The Beacon at Gulf Breeze - Gulf Breeze, FL
August 2019 to May 2021

- Responsible for assisting the Director of Sales in the organization and implementation of day to day responsibilities, including answering phone calls, conducting tours, and responding to online inquiries from website, Facebook, and direct email.
- Assisted with creating and implementing quarterly sales and marketing plan.
- Solely responsible for social media content and monthly newsletter publication.
- Maintained sales database.
- Guided prospective residents and their families through the move-in process.
- Demonstrated excellent decision-making skills and understood the impact of those decisions.
- Demonstrated good interpersonal/communication skills and ensured communications are clear, accurate, and timely.
- Set and managed priorities.
- Took initiative with work and sought out additional information, offered solutions and suggestions, showed willingness to take on additional/special projects outside of normal duties.

Administrative Assistant

Santa Rosa County Supervisor of Elections Office - Milton, FL
May 2015 to August 2019

- Managed the reception area, including responding to telephone calls, in-person requests, internal and external communications and greeting and assisting visitors in a professional, courteous, and respectful manner.
- Created office's first employee manual including training and development guidelines and procedures, specifically for the use of temporary employees during election seasons.

- Participated in marketing, outreach, and other visibility efforts, primarily through Facebook and voter registration drives.
- Setup vote-by-mail ballot requests.
- Tested and ran tabulation equipment during elections.
- Indexed, cataloged and stored physical records.
- Learned aspects of all positions to help the office run smoothly, even if short staffed.

Litigation Assistant

Levin, Papantonio, Thomas, Mitchell, Rafferty & Proctor, P.A
July 2013 to May 2015

- Performed initial client assessment and analysis to begin the research process.
- Gathered and organized information pertaining to clients' cases.
- Copied, logged, and scanned supporting documentation and placed all information in client files.
- Responded to client requests via telephone, email, and mail, and effectively answered questions and inquiries.
- Updated attorney on the progress of cases.
- Worked in a team environment in such a way as to ensure casework was satisfactorily and efficiently completed.

Writer And Researcher

Ring of Fire Radio - Pensacola, FL
March 2014 to June 2014

- Contract position in which stories were produced weekly.
- Researched, wrote, and edited articles for Ring of Fire Radio.
- Views expressed in articles reflected those of Ring of Fire Radio.
- PDF versions of articles written available upon request.

Public Relations Specialist

Wellspring PR, University of West Florida - Pensacola, FL
January 2013 to May 2013

- 2013 UWF Campaigns class.
- Assisted with research, planning, implementation, and evaluation of a campaign for the Friends of the West Florida Public Library.
- Conducted, recorded, and summarized focus groups.
- Helped with the creation of research, plans, and social media books for the client. These books provided the client with our compiled research of the organization, its strengths, weaknesses, opportunities and threats, provided examples of collateral, and ways to measure and determine the success of the campaign.

Intern Marketing Communications And Public Relations

United Way of Escambia County - Pensacola, FL
January 2013 to May 2013

- Prepared news releases to promote United Way events and programs, including the signature event "Passport to Unite."
- Wrote for and updated website and newsletters.
- Helped with graphic design and video production that maintained brand identity.

- Collaborated with other United Way and Gulf Coast Kid's House interns to create collateral for the "From Blue to Better" campaign.

Education

Bachelor of Arts in Communication Arts

University of West Florida - Pensacola, FL

Skills

- English grammar
- Adobe Creative Suite
- AP Style
- Critical Thinking
- Customer Service
- Data Entry
- Deadline Oriented
- Excellent Communication
- Microsoft Office
- Press Releases
- Social Media
- Public Relations

Links

<https://mclark0711.wixsite.com/megclark>

Certifications and Licenses

0440 - Customer Representative

October 2021 to Present

Florida Insurance Customer Representative License

Assessments

Scheduling — Highly Proficient

August 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Highly Proficient](#)

Working with MS Word Documents (Intermediate) — Highly Proficient

August 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.
Full results: [Highly Proficient](#)

Customer Focus & Orientation — Expert

August 2019

Responding to customer situations with sensitivity.

Full results: [Expert](#)

Typing — Highly Proficient

August 2019

Transcribing text using a standard keyboard

Full results: [Highly Proficient](#)

Basic Computer Skills: PC — Highly Proficient

August 2019

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: [Highly Proficient](#)

Working with MS Word Documents (Basic) — Expert

August 2019

Basic Word techniques, including the use of tools to format or edit text.

Full results: [Expert](#)

Composing & Sorting Email — Expert

August 2019

Measures a candidate's ability to effectively compose and organize email messages.

Full results: [Expert](#)

Problem Solving — Expert

August 2019

Analyzing relevant information when solving problems.

Full results: [Expert](#)

Office Manager — Highly Proficient

August 2019

Scheduling and budgeting.

Full results: [Highly Proficient](#)

Proficiency with Microsoft Office: Mail & Calendar (PC) — Highly Proficient

August 2019

Using Microsoft Office Mail and Calendar tools to manage workload.

Full results: [Highly Proficient](#)

Filing & Organization — Expert

August 2019

Arranging and managing information or materials using a set of rules.

Full results: [Expert](#)

Logic & Critical Thinking — Expert

August 2019

Using logic to solve problems.

Full results: [Expert](#)

Management & Leadership Skills: Impact & Influence — Highly Proficient

September 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.