

MARY E. FRANCCEN

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Skills

- Adobe Master Suite CS6-Including Dream Weaver, Photo Shop, Illustrator, Flash, and Acrobat X
- Microsoft Expressions & Front Page Web
- Paint shop Pro
- Newspaper, and Newsletter layout
- Office Management
- Petty cash management
- Payroll using Microsoft Excel
- Microsoft Office Efficient
- Organized
- Detailed orientated
- Good with inventory upkeep
- Ordering supplies
- Excellent Time Management
- Excellent Phone Skills
- Touch Typing
- 10 Key trained
- Excellent Goal Planning
- Meeting & Event Planning
- Excellent verbal and written communications
- Data Entry
- Filing
- Office Machines including Copiers, Fax, Scanners, & printers
- Website Design
- Customer Service including phone and in person
- Invoicing
- Photography
- Supervisor
- Emailing and Social Networking
- Editing
- Copy Editing

Volunteer Work

**Starfleet USS Challenger,
Toms River, NJ**

Vice President

1991-2005

As Vice President, coordinated, and conducted events ranging from small fund raising days to large scale weekend retreats for 100's of members. Planned and promoted many group trips. Recruited and trained new members redesigned the group's newsletter and website.