

# WORD PROCESSING ■ TYPESETTING ■ SECRETARIAL

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## SERVICES OFFERED

Newsletter Layout, Database Structure/Management/Reports, Digital & Tape Transcription, Affordable Housing/HUD Grant Applications/Forms, Analysis and Statistical Reports, Meeting Minutes, General Correspondence, Spreadsheet Forms, Bulleted Lists, Table Design & Formatting, Mail-Merge, Labels/Envelopes, Résumés, Press Releases, Design Display Ads, Sales and Marketing Flyers, Booklets, Brochures, Marketing Proposals and Manuals, Financial Reports, Purchasing, Self-Publish & Market a Directory/Guidebook for Entertainment Industry, Web Crafting (HTML) and Site Support, PC User Software Instruction (specializing in new users).

## COMPUTER AND SOFTWARE EXPERIENCE

**Hardware:** PC's - Network/Personal, Mac, Mini-Computers, Mainframes, Printers - laser, inkjet and dot matrix, Scanners, Zip Drives, Fax and Copy Machines, 10-Key, Dictation, Data Entry/ Keypunch.  
**Software:** Proficient in WordPerfect, Lotus 1-2-3, ACT! Contact Manager, MS Office (Word, Excel, Access, Outlook, Front Page, & Power Point), MS Publisher, Adobe (PageMaker, Acrobat, Dreamweaver and HomeSite HTML), CuteFTP/Cute HTML, Quicken and QuickBooks. Experienced with Adobe Photoshop, Macromedia Fireworks, Photo Impact, plus miscellaneous personal computing applications.  
Operating Systems include DOS, Macintosh, and Windows 3.1/95/98/2000/ME/XP/7.

## MINI-COMPUTER OPERATOR

Coordinated batch operations data input and reporting between Credit and Collections, Data Entry, Order Entry, Patient Accounts and Customer Service Departments, Billing, Accounts Receivable/Payable, Invoicing, Tax Reporting, Payroll (automated), General Ledger, Financial Reporting, Medical Insurance Processing and Coding. Maintained Databases ranging from 1,000 to over 20,000 records/accounts.

## EXPERIENCE

F.A.B. Word Processing	Word Processing, Typesetting, Secretarial, Publishing Services
F.A.B. Actors in Action	Consultant, Acting Coach, Production Assistant
Barry University School of Law	Administrative Assistant to Dean of Information Services, Law Library
	Assistant to the Registrar, Registrar's Office - Law School
Metal Culverts Inc - FL Division	Bookkeeper/System Operator - Manufacturer and Supplier
Ranco Systems	Office Manager/Bookkeeper - Custom Computer Software
Operating Engineers	System Operator/Bookkeeper - Union Hall – 6,000 active members
TVQ/Movie Systems	System Operator/Supervisor - HBO Provider – 25,000 subscribers
Milwaukee Medical Clinic SC	System Coordinator/Supervisor - 45 Physicians, Multi-Specialty Clinic
J. C. Penney Co, Catalog Div	Keypunch/Keysort Operator, Computer Ops, Warehouse Ops

## STUDIES

Computer Software Applications (Central Florida Library Cooperative, New Horizons - FL)  
Microsoft Access 7.0/Win95 (Winter Park Tech - FL)  
Secretarial Science/Accounting (Waukesha Co Technical Institute, WI)  
Data Processing/Unit Record (Herzing Institutes, Milwaukee WI)  
Supervisory Techniques – Applied Management Science, Milwaukee WI

## OFFICE EQUIPMENT

PC Computer - Windows XP, Windows 7	Fax Machine	Adding Machine
Laser Printer - HP 6P	Laser Printer - Canon ImageClass D480 (Multi-Function)	
Olympus Digital Transcription	Sony Mini-tape Transcription	
CD/DVD-Burners with LightScribe	Flash Disks, Portable Hard Drives	