

Stacey Baber

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Professional Summary

Dedicated and versatile administrative professional with experience providing exceptional support in office, customer service, and creative environments. Skilled in managing multiple priorities, maintaining organization, and ensuring smooth daily operations. Strong communicator with proven ability to handle sensitive information, support diverse teams, and enhance overall efficiency.

Core Skills

Administrative Support • Microsoft Office Suite • Customer Service • Scheduling & Coordination • Communication • Data Entry • Document Preparation • Proofreading • Time Management • Adobe Creative Suite • Organization

Professional Experience

Rideshare Partner | DMV | 2015 – Present

- Provide exceptional customer service, ensuring safe and timely transportation for passengers across the DMV area.
- Anticipate passenger needs and maintain a clean, comfortable environment.
- Utilize strong interpersonal skills to deliver positive, personalized experiences and maintain a high satisfaction rate.

Freelance Graphic Designer | Self-Employed, VA | 2013 – Present

- Collaborate with clients to design creative visual solutions aligned with branding goals.
- Develop proposals, create design drafts, and deliver final digital assets on time.
- Manage all aspects of freelance business including communication, project scheduling, and billing.

Home Health Care Aide | Private Family, Woodbridge, VA | 2002 – 2013

- Provided compassionate in-home assistance for a disabled adult, including daily household management.
- Handled grocery shopping, meal preparation, and household organization with efficiency.
- Balanced caregiving responsibilities while pursuing higher education.

Customer Service Associate | Walmart, Woodbridge, VA | 2001 – 2002

- Assisted customers in locating merchandise and ensuring smooth checkout experiences.
- Trained and supported new team members, maintaining store organization and accuracy.
- Balanced cash drawers and upheld excellent customer satisfaction standards.

Office Assistant / Receptionist | Prince William County Government, Office of Criminal Justice Services, Manassas, VA | 1997 – 1998

- Managed front-desk operations, greeted clients, and prepared documentation for probation officers.
- Performed data entry, filing, copying, and courthouse deliveries for confidential records.
- Certified in VCIN (Virginia Criminal Information Network) to assist officers with case records processing.

Administrative / Clerical Assistant | Temporary Solutions, Inc., Woodbridge, VA | 1996 – 1997

- Delivered administrative support to multiple organizations including Computer Learning Center and EDS.
- Handled phones, filing, and data entry to ensure efficient daily operations.
- Adapted quickly to varied environments and procedures to maintain productivity.

Education

Bachelor of Science in Graphic Arts & Media Design | Mt. Sierra College, Monrovia, CA | 2005 – 2013

Certificate in Administrative Support | Northern Virginia Community College, Woodbridge, VA | 1995 – 1996