



BIG VALLEY GRACE COMMUNITY CHURCH

Administrative Support Survey

Please rate yourself. Just register a "0" to "10" rating on the lines and send back.
(0=No experience or skill, and 10=very skilled and experienced.)

Equipment Use

- | | |
|---|---|
| <input type="checkbox"/> Multi-line telephone | <input type="checkbox"/> Fax machine |
| <input type="checkbox"/> Photocopier | <input type="checkbox"/> Personal Computer (using Windows OS) |
| <input type="checkbox"/> Scanner | <input type="checkbox"/> Apple Computer (using Mac OS) |

Computer Program Use

- | | |
|---|--|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Adobe Photoshop |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Adobe InDesign |
| <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Adobe Illustrator |
| <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Adobe Acrobat |
| <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Adobe Premiere |

Social Media Use

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> Other (_____) |

Other Administrative Experience

Customer Service - describe experience: _____

Event Planning - describe experience: _____

Personal Assistance - describe experience: _____

Project Coordinating - describe experience: _____

Organizing/Reorganizing - describe experience: _____

Name _____