

Michael Annibale

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Kinston, North Carolina

Dedicated office professional for more than 20 years

River City Construction, Inc. – Office Administrative Assistant

May 2025 – Present, La Grange, NC

- Collaborate using Monday to assist team, manage projects, and streamline workflows.
- Call NC 811 to submit locate requests for underground electrical line and overhead utility installations.
- Scanning, uploading, and keeping track of quantity counts of installed/ removed systems and supplies used per job.
- Improve efficiency in processes for both office staff as well as field technicians.
- Updating spreadsheets, inputting single address tickets online, answering emails, answering instant messages, receiving shipments, and dispersion to recipients.

West Town Bank & Trust – Documentation Specialist II & Bankers Assistant

July 2021 – October 2024, Raleigh, NC

- Upload completed loans to Jack Henry/ Silverlake/ Xperience/ Synergy.
- Upload financials as well as insurance documents as needed.
- Worked collaboratively to assist multiple teams with priority tasks to ensure timely completion and dissemination of work.
- Written technical procedural documentation to aid company and team in performing complex functions in order to simplify and streamline efficiency in daily tasks.
- Performed credit, fraud checks, and invoices to support coworkers and their daily processes.
- Performed adverse actions steps to send out declined/ denial letter for loans that would not be extended loan funding.

North Carolina Judicial Center – Micrographics Services Assistant

June 2018 – July 2021, Raleigh, NC

- Provide civil, criminal, and estate documentation to clerks and deputy clerks of court.
- Correspond with clerks by telephone, fax, and e-mail to accurately fulfill time sensitive requests.
- Written process and procedural documentation to perform the job and all tasks.
- Train coworkers how to utilize the microfilm machine, scan, and disseminate the information in a timely manner.

Skills: Communication, Confidentiality, Customer Service, Detail-Oriented, Efficiency, Filing, Finance, Goal-Oriented, Interpersonal Communication, Organizational Skills, Printing, Proactive, Problem-Solving, Scanning, Uploading

Education

Monmouth
University

Bachelor of
Fine Arts
Graphic
Design

Mercer
County
Community
College

Associates of
Applied
Sciences

Digital Media
Arts

Programs

Microsoft
Products

Jack Henry/
Silverlake
(JHA)

Adobe
Products

Sageworks

Monday

Salesforce

Google
Workspace

HTML/ CSS

OSHA 30
Certified

Mac/
Windows