

AWARDS

AWARD TITLE /

*Company /*

Strong communication

Tolerant and flexible

Organization

Problem solving

Team leadership

Analytical thinking, planning

KEY SKILLS

ADMINISTRATIVE ASSISTANT

* Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Purchased and maintained office suppled inventories, and always carefully adhered to budgeting practices
* Greeted visitors and determined to whom and when they could speak with specific individuals
* Recorded, transcribed, and distributed minutes of meetings

SECRETARY

*Bright Spot LTD / Boston, MA / 2012 - 2016*

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
* Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
* Developed new filing and organizational practices, saving the company $3,000 per year in contracted labor expenses
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members
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ADMINISTRATIVE ASSISTANT

EDUCATION

PROFESSIONAL EXPERIENCE

PROFILE

Na

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