

Name

ADMINISTRATIVE ASSISTANT



PROFIL

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

- 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

SECRETARY

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- 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 supplied 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

EDUCATIO

KEY

Analytical thinking, planning



Strong communication



Tolerant and flexible



Organization



Problem solving



Team leadership



AWARDS

AWARD TITLE /
Company /

