

Administrative Assistant Resume Sample

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Portland, OR 43543
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Diazelena@gmail.com

Administrative Assistant with over 5 years of experience managing business office functions and providing executive level support to principals and clients. Seeking to apply my detail-oriented talents and adaptable personality to fulfill the company's needs. Possess a B.A. in English and am bilingual in English/Chinese.

PROFESSIONAL EXPERIENCE

MICRO COMMUNICATIONS, KANSAS CITY, KS

Office Manager, September 2012 – Present

- Maintain and update up to 15 budget spreadsheets for all projects, reconciling any errors
- Assist principals in drafting and editing in memos, reports, and proposals
- Perform routine clerical tasks such as mailing, copying, faxing, filing, and scanning
- Screen over 50 phone calls daily, taking messages and routing calls when necessary
- Assisted with on boarding 10+ new employees
- Increased office efficiency by introducing Write project management software to the company, thereby reducing labor costs by 5%

BFD ASSOCIATES, CHICAGO, IL

Receptionist Administrative Assistant, September 2010 – September 2011

- Greeted all clients and visitors, ensuring that they received outstanding first impression of the company
- Maintained all office equipment including printers, copiers, and computers
- Assisted with office shipping and the mass mailing of thousands of monthly invoices to the company's clients
- Coordinated and scheduled meetings/travel for staff members
- Prepared expense request forms for the Administration Department
- Monitored office supplies and replenished stock as necessary

EDUCATION

BAYLOR UNIVERSITY, Dallas, TX

Bachelor of Arts in English, June 2010

ADDITIONAL SKILLS

- Highly skilled leader with skills in delegating tasks, team building, and creating positive customer experiences
- Well versed in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Project, Access)
- Skilled with Adobe Illustrator and Photoshop Fireworks
- Highly proficient with QuickBooks
- WPM: 90

Summary Of Qualifications Examples Admin Assistant

RJ Shavelson



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web this question is designed to see how much knowledge you have about the job you should be able to provide an answer that reflects your understanding from the grip to the choice of clothing also you should be able to demonstrate that you are safety conscious example answer the best thing a forklift operator can do is to get trained on the

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