

Full Name

[Street, City, State, Zip] | [Phone] [Email Address]

ADMINISTRATIVE ASSISTANT

Profile Overview

Over twelve years' experience performing general office procedures, where an in depth knowledge of office management principles and considerable experience in bookkeeping were obtained.

Effectively managed office operations, utilizing the following skill sets:

- Computer Proficiency: In depth knowledge of Microsoft Office software.
- Ability to learn new software applications.
- Communicate effectively with staff/executives – Effective verbal/written communication skills.
- Attention to detail, excellent planning, organizing and time management skills.
- Customer-service orientation.
- Reliability.

Objective Statement

Obtain a position as an administrative assistant in which my organizational abilities can be fully utilized. Work in a place where there is a need for a variety of office management skills including – computer knowledge, organizational abilities, business intelligence and database program use

Work Experience/Background

Management T Group Indianapolis, IN 2003 – Present
Administrative Assistant

- Performed various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organizing filing system.
- Answered telephones and transferred calls to appropriate staff members.
- Sorted and distributed incoming communication data, including faxes, letters and emails.
- Monitored and maintained the organization's website.
- Interacted with organizational staff, executives, clients, vendors and visitors on a daily basis.
- Organized the scheduling of meetings, conferences, and events; distributed minutes for them.
- Coordinated agendas for meetings with visitors and clients– arranged guest and travel accommodations.
- Took care of staff office space, weekly schedules, travel reports, phones, parking, credit cards and office keys.
- Maintained the office database – retrieved and organized information for individual employees and clients.

- Created spreadsheets and presentations for corporate executives.
- Purchased office equipment and supplies – contacted vendors and subcontractors.
- Established and implemented administrative policies and procedures for the office.
- Filed and recorded corporate documentation, electronic files, inventories and reports.

ACHIEVEMENTS

- Supported staff effectively in assigned project-based work.
- Responsible for providing training and orientation to new employees.
- Interacted with organization's Board of Directors to arrange attendance at meetings and recording/compiling and distributing the minutes.