

CENTRALIZED ADMINISTRATIVE SUPPORT

Summary

Determined and proactive Administrative Specialist who works with a sense of urgency to anticipate the needs of senior-level executives.

Thrives in a fast paced, dynamic environment.

Skills

- Advanced MS Office Suite knowledge (Excel, Word, Outlook, PowerPoint)
- Strong aptitude for Microsoft Excel including macros and pivot tables. Excellent Critical Thinking, Decision Making and Communication Skills
- Responsible time manager
- Meeting planning
- Self-directed
- Meticulous attention to detail
- Understands grammar
- Resourceful
- Strong problem solver

Experience

Centralized Administrative Support Mar 2016 to Current

Company Name 1/4 City, State

- Scheduling appointments, maintaining calendars, managing email Arrange travel and lodging reservations Arrange meetings to include: communication preparation, equipment, etc.
- Order supplies and equipment for leaders Follow protocol in handling confidential and sensitive information Run dashboard summary reports for Sales Leader (e.g., territory data reports) Complete Marketplace Compliance process for field marketing promotions for Sales Leader.

Data Entry Clerk Oct 2015 to Dec 2015

Company Name 1/4 City, State

- Verified that information in the computer system was up-to-date and accurate.
- Identified and resolved system and account issues.
- Used great attention to details skills to provide quick and accurate labor for a long-term assignment
- Maintained data entry requirements by following data program techniques and procedures.

Tutor Counselor Jun 2015 to Jul 2015

Company Name 1/4 City, State

- Used great attention to details skills to provide quick and accurate labor for a long-term assignment
- Maintained data entry requirements by following data program techniques and procedures.
- Created timeline and goals to complete assignments
- Verified that information in the computer system was up-to-date and accurate.

Executive Assistant/Special Events Aug 2006 to May 2015

Company Name 1/4 City, State

- Responsible for direct customer service, worksite direction, food preparation and serving, and creative direction for a catering company servicing a diverse clientele and broad range of events with high guest counts (including mayoral inaugurations, class and family reunions, weddings, retirement parties, etc.)
- Executive assistance: Worked closely with business owner by managing events calendars, handle scheduling/ booking, directing team in owner's absence, addressing customer concerns, tracking employees hours, etc.
- Worksite assistance: Assisted in the setup of special event locations, loading and unloading equipment and supplies, establishing food stations and "behind-the-scenes" prep areas, and setting up guest areas and tables.

Education and Training

Health Education and General Science 2015 Jackson State University 1/4 City, State Health Education and General Science

Skills

Software: Salesforce.com, Desktop Publishing Software: Photoshop, Illustrator, Scheduling appointments, Addressing customer concerns, special events, sales, arranging travel, and tutoring

Interests

Community service, Networking organization events

Activities and Honors

2015 Magna cum laude graduate, Dean's List Scholar, Phi Kappa Phi Honor Society, Golden Key International Honour Society