

Hired Resume Service

ADMINISTRATIVE ASSISTANT

Self-directed, efficient administrative professional with 7 years of experience in successfully managing a broad range of challenging administrative office processes. Personable, adaptable professional who thrives in fast-paced work environments that require a high level of attention to detail, accuracy, effective communication and professionalism.

Knowledge | Skills | Abilities

- Drafting Letters, Correspondence
- Maintains Confidential Data
- Data Tracking & Reporting
- Identifies & Solves Problems
- Ability to Work Independently
- Judgment & Decision Making Skills
- Manage Executive Calendars & Schedules
- Time Management / Meets Deadlines
- Reading, Researching, Collecting Data
- Manages Multiple Priorities

TECHNICAL SKILLS

Software: Microsoft Word, Excel, PowerPoint, Photoshop, and Publisher

PROFESSIONAL EXPERIENCE

Administrative Assistant / Staffing Coordinator, Company Name, City, MN **Aug 2014-Current**

Provide a broad range of supportive administrative services to key executives and HR functions. Oversee and manage temporary personnel placed at client work sites. Collaborate with owner and clients in creating efficient operations, standardized processes, training platforms, data management and reporting.

- Provide administrative support including, managing calendars' and schedules, drafting correspondence, collecting data, reporting, and resolving a variety of problems.
- Maintain client and employee files; organize electronic files, track drug screens, office inventory process, and managing workers compensation.
- Ensure compliance with I9's and the ISO screening process.
- Manage onsite work processes and agreements between Temporary Service and the client companies, continually improve processes and efficiency through presenting new data, ideas and solutions.
- Ensure that all training materials, policies, and procedures are accessible and readily available for staff.

Administrative Assistant, city, state

May 2011-Aug 2014

Successfully provided administrative support within a busy office. Handled phone calls, provided customer and vendor information. Managed the team's calendars; planned client meetings, made travel arrangements, accurately prepared and maintained files and records in the company database, and handled day-to-day data entry and Word processing. Managed company's websites and direct mail program.

- Consistently received positive work performance reviews and recognized as a valuable employee.

EDUCATION

Bachelor of Arts in Communications, Augsburg College
Emphasis in Human Relationships, Advertising and Public Relations