Name Surname

Location | Phone Number | email@gmail.com

# Summary

Proactive, Senior Administrative professional with a history of supporting C-level leaders in fast-paced corporate environments. Recognized and valued as a discreet and knowledgeable manager and partner, with the ability to juggle and prioritize needs while ensuring speedy responses to logistics and business concerns. Reputable for developing, implementing, and communicating policies and objectives, handling unforeseen issues, and liaison with clients, internal staff, and external contacts.

Core Competencies

|  |  |
| --- | --- |
| * Office Administration
 | * Expense Reporting
 |
| * Administrative Support
 | * Vendor & Supply Management
 |
| * Customer Service
 | * Calendar Management
 |
| * Data Entry
 | * Meeting Coordination
 |

Professional History

Milford

Administrative Assistant 2010 – Present

Offered dedicated support to Principals, Senior Associates, Project Managers, and Staff Architects, conducting research, crafting presentation materials, and collaborating with multiple departments in improving overall quality and efficiency. Communicated regularly with clients, vendors, and contractors, scheduling meetings, and addressing concerns. Prepared expense reports, conducted reconciliations, and resolved discrepancies.

* Championed top-tier documentation standards and developed fee proposals, AIA contracts, submittal/RFI logs, and other essentials within aggressive timeframes.
* Earned fast promotion (after just 4 months with company) to highest administrative position due to outstanding organizational, supervisory, and problem-solving skills.
* Maintain a high degree of organization in a fast-paced environment requiring an ability to respond to problems and request quickly.

**A & G Inc**

***Office Manager*** 2008 - 2010

Directed operations for the largest of company’s 10 branch offices, representing 25% of total revenue. Conducted on-site hiring and training of all Office Administrators across the U.S., trained and met with Directors to brainstorm strategies for improving productivity, and handled ordering of supplies, furniture, and marketing materials.

* Ensured adherence to strict 3-week time frame for major transition and limited impact to business by coordinating all aspects of consolidation of offices in New Mexico and Nevada.
* Achieved savings for costly executive-requested supplies by personally contacting source to secure a lower price.

Education & Certifications

Birmingham College | Associate Degree in Business