

NAME

City, St Zip
Phone

Email
LinkedIn URL

ADMINISTRATIVE ASSISTANT

Efficient and organized office professional with 10 + years' experience supporting managers and teams of up to 600. Strong attention to detail, with the ability to build strong relationships and work well in a team. Adept at being an effective gatekeeper, preparing well-researched and accurate documents, managing multiple time-sensitive calendars, and efficiently handling daily office tasks. Reputation for success in handling difficult client calls.

TECHNICAL SKILLS

Proficient in Microsoft Office products, Word, Excel, PowerPoint | Adobe | Windows OS
ServiceNow | Salesforce | PeopleSoft

EXPERIENCE

COMPANY, City, ST

Month Year – Month Year

Sales Administrative Assistant, Month Year – Month Year

Provided administrative and customer support to sales staff of \$10M test equipment manufacturing and design company.

- Reduced mailing cost by updating and maintaining corporate mailing list of over 12,000 potential and existing customers.
- Provided first-line customer contact for company, including maintaining computer records (TeleMagic system), assessing customer needs and mailing appropriate literature and specifications, and forwarding leads to appropriate member of sales staff.
- Maintained updated price list for over 25 customized products, components, and sub-assemblies to create effective communication of pricing.
- Coordinated corporate meetings and conferences, including making travel arrangements, and organizing corporate assignments for events, and selling conference materials.
- Improved sales meeting minutes by reorganizing format and adding follow-up "to do" lists, accountability, and "old business" still requiring action.

Administrative Assistant, Month Year – Month Year

Provided administrative assistance to department of 20 professionals, efficiently coordinating events and tracking inventory.

- Coordinated trade show attendance, including registration, travel arrangements, booth shipping, communications with attending staff, customer follow-up. Saved over \$3,000 by filing claims for demonstration products damaged by freight company.
- Maintained complete and up-to-date inventory of marketing materials ensuring the availability of current material.
- Handled difficult client calls earning a reputation for turning unhappy clients around.

COMPANY, City, ST

Month Year – Month Year

Office Manager

Managed all office operations for a not-for-profit sports organization of over 600 members, including correspondence, record keeping, public relations, and accounting.

- Organized and administered annual regional soccer tournament for over 3,800 participants including publicity, soliciting sponsorship, registration, collection of fees, and accounting for finances preparing programs and recruiting and organizing volunteers.
- Collected and coordinated team and individual team memberships for nearly 600 players.
- Scheduled Board of Directors meetings; took and distributed meeting minutes.
- Responded to club correspondence regarding all facets of organization's operations, membership outreach, and registration with the sport's state organization.
- Recruited and scheduled volunteers to assist with team equipment, office administration, and publicity, leading to successful events and improved fundraising dollars.
- Ensured that coaches and club personnel-maintained compliance with rules and regulations of the state sport's organization, establishing consistency and top rated standards.
- Edited and coordinated production and mailing of organization newsletter mailed to approximately 850 households.
- Scheduled games, practices, and scrimmages and coordinated schedules and billings with the City Parks and Recreation Department.

EDUCATION

Bachelor of Science in Business Administration

University, City, ST

Expected Completion Date: year

General Studies Coursework

XXX Community College, City, ST