

PROFESSIONAL PROFILE

Customer-centric administrative professional with more than two years of experience juggling multiple accountabilities spanning office management, administrative assistance, personnel administration, bookkeeping, and customer service. Demonstrated comfort in fast-paced, high-volume environments where team-based collaboration and communication were critical. Detail-oriented with excellent multitasking skills. Graduated from high school in the top 10% of class, receiving numerous awards including Honor Roll, Super Honor Roll, Perfect Attendance, and Student of the Year. Core skills also include:

- ✧ Managing Administrative Functions
- ✧ Communicating with Field Crews
- ✧ Planning Travel Itineraries
- ✧ Ordering Office Supplies
- ✧ Answering a Multi-Line Phone System
- ✧ Utilizing MS Office Applications
- ✧ Fielding Customer Inquiries
- ✧ Scheduling Appointments