

MAISIE QUINN

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SUMMARY

- Enthusiastic Administrative Professional with 8+ years of experience providing high-level administrative support to companies across various industries.
- Developed and implemented new organizational systems that increased efficiency by 25% and reduced errors by 15% at Blue Mountain Grace.
- Managed office supplies, reducing costs by 10% through effective budgeting and vendor negotiation.
- Developed and implemented environmentally friendly practices at local animal shelter, resulting in a 10% reduction in waste over 6 months.

WORK EXPERIENCE

Administrative Assistant Blue Mountain Grace

June 2019 - Present

- Provide high-level administrative support to the Vice President of Sales, including managing a busy calendar, scheduling appointments, and coordinating travel arrangements.
- Developed and implemented new organizational systems that increased efficiency by 25% and reduced errors by 15%.
- Maintained accurate records and databases, resulting in a 20% decrease in data entry errors.
- Managed and distributed incoming and outgoing mail, reducing response time by 50%.
- Conducted research and prepared reports on industry trends and market analysis.

Office Administrator Southwest Service

April 2017 - June 2019

- Coordinated and planned company events, including team-building exercises and annual company outings.
- Managed office supplies, reducing costs by 10% through effective budgeting and vendor negotiation.
- Streamlined office processes, resulting in a 20% increase in productivity and a 15% decrease in response time.
- Maintained and updated employee records and benefits information, ensuring compliance with company policies and procedures.
- Answered and directed incoming phone calls and emails, providing timely and accurate information to customers and clients.

Front Desk Receptionist GHI Enterprises

August 2015 - April 2017

- Greeted and directed visitors and customers, providing exceptional customer service and ensuring a positive experience.
- Managed incoming and outgoing mail and packages, reducing response time by 30%.
- Maintained the reception area and conference rooms, ensuring a professional and welcoming environment.
- Assisted with special projects and events, including company-wide charity initiatives and holiday parties.
- Managed multiple phone lines, directing calls to appropriate personnel and providing accurate and timely information.

EDUCATION

Bachelors in Business Administration Ohio State University

August 2011 - May 2015

High School Diploma Bishop Fenwick High School

August 2007 - May 2011

INTERESTS

In my free time, I enjoy volunteering and local animal shelters and food banks. I'm also a firm believer in sustainability and enjoy learning new ways to incorporate more eco-friendly practices into my daily life.

SKILLS

Microsoft Office Suite



Communication



Organization



Time Management



Event Planning



CRM Software

