

SUMMARY

- Highly organized Administrative Assistant with 10+ years of experience in providing administrative support to fast-paced organizations.
- Increased efficiency by 25% at Galaxy Technology by creating and implementing a new system for tracking and managing expenses.
- Managed a database of 500+ clients at Natural Trading Company, resulting in a 90% retention rate and \$1.2 million in sales.
- Awarded Employee of the Month for 3 consecutive months at Galaxy Technology.

WORK EXPERIENCE

GALAXY TECHNOLOGY

EXECUTIVE ASSISTANT

May 2017 - April 2020

- Provide administrative support to the Director of Operations and the marketing team, managing complex schedules, coordinating meetings, and booking travel arrangements
- Increased efficiency by 25% by creating and implementing a new system for tracking and managing expenses
- Assisted in the planning and execution of 10+ company events, resulting in a 95% satisfaction rate from attendees
- Maintained confidential information and records, ensuring compliance with company policies and procedures

NATURAL TRADING COMPANY

ADMINISTRATIVE ASSISTANT

January 2014 - May 2017

- Provided administrative support to the Vice President of Sales and the sales team, managing calendars, coordinating meetings, and handling all travel arrangements
- Coordinated the logistics for the national sales conference, which resulted in a 20% increase in attendance and a 15% increase in revenue for the company
- Managed a database of 500+ clients, resulting in a 90% retention rate and \$1.2M in sales revenue
- Developed and maintained filing systems, ensuring accurate and timely documentation

MURRAY LLC

OFFICE COORDINATOR

January 2010 - December 2013

- Managed the front desk and greeted clients, ensuring a positive customer experience
- Coordinated office operations, including ordering supplies, scheduling appointments, and managing phone and email correspondence
- Developed and implemented new organizational systems, resulting in a 30% increase in efficiency and productivity
- Processed invoices and expenses, resulting in a 98% accuracy rate and timely payment to vendors.

EDUCATION

UNIVERSITY OF NORTH DAKOTA

BACHELORS IN BUSINESS ADMINISTRATION

August 2006 - May 2010

CENTRAL VALLEY HIGH SCHOOL

HIGH SCHOOL DIPLOMA

August 2002 - May 2006

SKILLS

Database Management
Communication
Event Planning
Google & Microsoft Suites

INTERESTS

When I'm not working, I enjoy learning new software programs, creative writing, and organizing events and parties for my family and friends.