

100 Montgomery St. 10th Floor (555) 432-1000 resumesample@example.com

 (555) 432-1000

SUMMARY

SKILLS

- ## EXPERIENCE

01/2021 to CURRENT

FRONT DESK AGENT

02/2018 to CURRENT

Sage Hospitality Resources, Llp | Alexandria, VA

- REGISTRATION CLERK

06/2019 to 11/2021

Clarion Hospital | Clarion, PA

- ## LABORATORY TECHNICIAN

07/2017 to 06/2019

Iconma, L.L.C. | VA, State

- INTERNSHIP STUDENT

06/2016 to 12/2016

Intel Corp. | Allentown, PA

- Shadowed staff and learned advanced work.
- Completed thorough research into different topics and prepared reports detailing information obtained and relevant insights.
- Kept up with busy schedule of work and studies to maintain class standing and internship eligibility.
- Supported projects by keeping files organized, sharing communications and preparing spaces for meetings.
- Helped staff members with writing correspondence, restocking supplies and other administrative needs.
- Demonstrated enthusiasm and strong communication skill, remaining open to learning new things every day.
- Adhered to strict security protocols to protect data confidentiality.

ADMINISTRATIVE ASSISTANT

09/2003 to 09/2005

Food And Drug Administration | City, STATE

- Organized and maintained filing and document management systems by coordinating, archiving and purging files.
- Handled management of communication to executives by taking and making telephone calls, reviewing and prioritizing mail and composing and typing correspondence.
- Updated details in company database by keying in customer contacts and delivery dates.
- Maintained inventory in supply closet to prevent shortages.
- Directed customer communication to appropriate department personnel.
- Monitored attendance records by taking note of staff vacation time, sick days and personal days.
- Arranged travel and hotel accommodations for international and domestic business meetings and trips.
- Developed administrative processes to achieve organizational objectives and improve office efficiency.

EDUCATION AND TRAINING

Bachelor of Science | Public Health

12/2020

New Mexico State University, Las Cruces, NM

Associate of Applied Science | Public Health

06/2018

New Mexico State University - Dona Ana Community College, Las Cruces, NM

Associate of Arts | Secretarial Studies And Office Administration

06/2002

Kumasi Technical University, Kumasi -Ghana

High School Diploma

06/1993

Agogo State High, Agogo - Ghana

LANGUAGES

English:

Negotiated:

Twil

Negotiated:

TRAINING

- Health Insurance Portability and Accountability Act (HIPAA) Training - 2021
- Vendor Risk Management Training - Training - 2021
- NIST Risk Management Framework - FISMA Training -2021