

JESSICA CLAIRE

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SUMMARY

Enterprising [Job Title] with over [Number] years of experience supporting busy company owners and leadership. Proficient in assisting with both business and personal requirements to promote efficiency. Highly-organized with talent for multitasking using superior time management and decision-making abilities. Dedicated [Job Title] offering [Number] years of experience and background in [Area of expertise]. Effective at independently planning and managing diverse business relationships. Proficient in time management with disciplined execution strategy. Demonstrated strong organizational skills and communication abilities. Forward-thinking [Job Title] with experience aiding company leaders with key functions. Gifted at managing busy schedules, organizing projects and providing stellar administrative support to executive team. Successful at analyzing, prioritizing and completing tasks while exhibiting professionalism and sound judgment. Meticulous Executive Assistant with experience coordinating key activities for company leaders. Orchestrated travel arrangements, meeting coordination and document creation by managing domestic and international flights and executive calendars. Fluent in [Language] and versed in cross-cultural business environments. Professional and well-rounded [Job Title] with superior clerical skills and [Industry] expertise. Successful at satisfying customer needs while meeting and exceeding business objectives. Smoothly handles administrative tasks, including coordinating mail, records and travel arrangements. Hardworking and reliable [Job Title] with strong ability in [Task] and [Task]. Offering [Skill], [Skill] and [Skill]. Highly organized, proactive and punctual with team-oriented mentality.

SKILLS

- Meeting planning
- Strong problem solver
- Articulate and well-spoken
- Proper phone etiquette
- Mail management
- Professional and mature
- Excel spreadsheets
- Administrative support specialist
- Payroll
- Invoice processing
- Time management
- Flexible
- Self-starter
- Business correspondence
- Database management
- Accounting

EXPERIENCE

01/2020 to 12/2020 **Accountant**

Waste Management – Corning, CA

- Assessed accounting accuracy, performing daily cash functions, including A/P and A/R tracking, budgeting, payroll transactions, wage allocation, salary expenses, online donations and bank, credit card and petty cash reconciliations.
- Assisted [Job title] with month-end and year-end close activities, including annual reporting.
- Tracked and managed expenditures of \$[Amount] annually.
- Investigated and resolved discrepancies in monthly bank accounts.

07/2000 to 12/2020 **Executive Assistant**

Abb Ltd – Shreveport, LA

- Orchestrated Board of Directors meetings and created agendas and meeting materials.
- Ordered catering or restaurant delivery to offer food and beverages to meeting and conference attendees.
- Represented CEO to executive clients, VIPs, investors and board members.
- Arranged appropriate travel, agendas, necessary contacts and other information for CEO.
- Supported investors and shareholders efforts by creating marketing materials such as email blasts and correspondences.
- Tackled and addressed top-level, high-priority issues while maintaining professional administrative discretion.
- Coordinated information and coordinated with other Executive Assistants to arrange accommodations, transportation and personal assistance, providing logistical support to visiting executives.
- Obtained signatures for important financial and legal documents.
- Verified operation of office equipment by completing preventive maintenance requirements and calling for repairs.
- Restocked office and break room supplies to maximize team productivity.
- Processed executive subscriptions, license renewals, continuing education requirements and membership renewals.
- Detailed and arranged logistics for conferences and seminars, including travel arrangements and venue reservations.
- Set up meeting and event logistics for senior management, including executives and board of directors.
- Recorded and maintained updated data on all products and [Type] services.

02/2009 to 07/2020 **Office Manager**

City Of Indianapolis And Marion County – Indianapolis, IN

- Handled scheduling and managed timely and effective allocation of resources and calendars.
- Solicited vendor quotes to determine optimal material purchase pricing.
- Increased office organization by developing filing system and customer database protocols.
- Entered invoice data into company database and updated details, including customer contacts and delivery dates to keep information current.
- Oversaw day-to-day office operations, including receiving and organizing correspondence, answering and forwarding calls and creating business letters and records.
- Trained [Number] employees on best practices and protocol while managing teams to maintain optimal productivity.
- Managed office inventory by maintaining documentation of stock.
- Coordinated travel arrangements, including booking hotel rooms, car rentals and airfare for staff traveling to domestic and international locations.
- Updated employee paperwork and records.
- Streamlined operational efficiencies by providing timely computer diagnosis and repair.
- Managed daily operations within [Type] office by supporting continuous delivery of excellent services and care.
- Greeted visitors promptly and directed to correct locations.
- Planned and executed successful corporate meetings, lunches and special events for groups of up to [Number].
- Developed long-term budgets covering office supplies and equipment maintenance to meet organizational demand.
- Handled supply purchases and inventory management for office operations and equipment maintenance.
- Oversaw office inventory and timely reordering of supplies.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed.

07/2000 to 02/2009 **Receptionist**

Fresenius Medical Care – Concord, NH

- Answered and directed incoming calls using multi-line telephone system.
- Greeted visitors, assessed needs and directed to appropriate personnel.
- Delivered administrative support to team members, including making copies, sending faxes, organizing documents and rearranging schedules.
- Oversaw office inventory by restocking supplies and submitting purchase orders.
- Scheduled and confirmed appointments.
- Organized and updated [Timeframe] schedules and monthly calendar obligations for various levels of management and staff.
- Responded to customer concerns and issues by [Action].
- Sorted and distributed business correspondence to correct department or staff member, reducing dropped communications and enabling faster responses to key requests.
- Received incoming packages and mail, dispersed parcels and correspondence and shipped outgoing items daily.
- Communicated with vendors to place and receive orders, request maintenance services and deliver instruction on behalf of office management.
- Organized and booked travel plans and itineraries, including transportation and overnight accommodations for clients, staff and leaders.
- Prepared packages for shipment by generating invoices and setting up courier deliveries.
- Sorted incoming mail and directed to correct personnel each day.
- Maintained daily calendars, set appointments with clients and planned daily office events.
- Entered data in [Type] software to keep records of [Type] information.

EDUCATION AND TRAINING

Bachelor of Science: Computing And Management

Herbert H. Lehman College - Bronx, NY