

Objective

professional and proactive site administrator with over 10 years of support and customer service in high tech, financial, and commercial property management companies. A highly flexible team member, able to efficiently work within rapidly changing environments while consistently delivering outstanding team support.

Skills

Bilingual (10+ years), Microsoft Office (6 years)

Work Experience

Administration Assistant II

Star One Credit Union - December 2009 – Present

- Responsible for answering the delivery door, checking in vendors, providing badges and proximity cards when appropriate and escorting couriers.
- Receive and log in all incoming packages.
- Provide backup to the facilities courier, sorting and posting mail and making deliveries as needed.
- Monitoring and stocking of the copy rooms, training rooms and the break room as well as maintaining cleanliness of these areas.
- Register and setup of webinars for staff in all departments.
- Ordering nameplates and desk/wall plates for staff and various office needs.
- Schedule and send calendar invites via Outlook for any conference room needs for staff.

Administration Assistant

ABC Corporation - April 2014 – October 2015

- Managed 150 individual health records, ensuring all allergies and special needs were met, which resulted in 100% compliance of all federal health and safety regulations for 16 consecutive months
- Insured patron billing information was accurate and collected, and generated patron records in accordance to army regulations
- Conducted 252 new parent orientations, focusing on program details, financial obligations, federal health and safety regulations, and addressed all associated parent concerns
- This resulted in the center being recognized over seven others by the installation commander for customer service and quality
- Provided guidance to staff regarding administrative procedures; generated reports.
- Performed office automation using applications of Microsoft Outlook, Microsoft Excel, internal databases, and SharePoint
- This resulted in a more efficient work environment.

Education

GED - 2011(San Mateo County Special Education - San Mateo, CA)