

# PREETHI HANNA KOKILA

US Citizen | (718) 200 7259 | kokilaz@gmail.com

## PROFILE SUMMARY

Experienced and self-motivated Office Secretary with ten+ years of industry experience overseeing the main office of school. Highly competent communicator skilled in multitasking and effectively communicating with others. Bringing forth a proven track record of successfully managing office and helping to lead school professionals to work toward reaching goals.

## SKILLS

- Excellent Communication Skills
- Leadership Skills
- Superior Administrative Skills
- Customer Service
- Fast Learner
- Excellent Organizational Skills
- Superior Multitasking Skills
- Prioritizing Tasks

## WORK EXPERIENCE

### **FORDHAM UNIVERSITY**

EXECUTIVE SECRETARY | NEW YORK CITY, NY | OCTOBER 2006 – PRESENT

- Served as a friendly and helpful first point of contact in the Administration Office.
- Directed visitors to appropriate offices and school wings.
- Answered phones and delivered important messages to Deans and Staff.
- Scheduled school events and created and maintained the school calendar.
- Maintained inventory and ordered supplies as necessary.
- Strong writing, editing and multimedia skills in various social service activities
- Proficient in problem solving approach, creative and innovative in various tasks in academics.
- Data entry and analysis for Associate Dean for Academic Affairs.
- Organize, develop and maintain confidential documents using data management tools.

### **COLUMBIA UNIVERSITY**

ADMINISTRATIVE ASSISTANT | NEW YORK CITY, NY | FEBRUARY 2002 – SEPTEMBER 2006

- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, making copies, faxing documents, and greeting visitors.
- Handled office correspondence and incoming and outgoing mail.
- Maintain work logs for office employees.
- Sound knowledge in graduate and undergraduate admissions financial statements.
- Highly skilled in doing spread sheets for financial management using advanced data software tools.
- Excellent work ethic and attention to details.

## EDUCATION

SOUTHERN NEW HAMPSHIRE UNIVERSITY | HOOKSET, NH | OCTOBER 2017 – PRESENT

Online Bachelor's Information Technology Degree (*in progress*)

## TECHNICAL SKILLS

MS Office, G Suite, Outlook, JADU Training

***References available upon request***