**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***