

## Kpandipou Koffi

### Summary

- Compassionate teaching professional delivering exemplary support and assistance to teachers and students. Display exceptional Communication and problem solving skills.
- Experience in office administration and public speaking. Attentive and adaptable, skilled in management of classroom operations. Effective in leveraging student feedback to create dynamic lesson plans that address individual strengths and weaknesses.
- Dedicated and responsive team leader with proven skills in classroom management, behavior modification and individualized support.
- Personable with experience using relationship-building to cultivate positive client, staff and management connections. Highly-developed communicator with outstanding skills in complex problem-solving and conflict resolution.
- High-performing Administrative Assistant offering experience working with diverse client base and delivering exceptional results. Polished in managing client relations, and managing vendor relationships.
- Results-driven assistant with track record of excelling in fast-paced office environments.
- Career-minded with talents in preparing reports, taking messages and sorting and routing mail. Comfortable working in fast-paced, demanding office environment.
- Energetic and reputable individual possessing strong work ethic, professional demeanor and superb initiative. Exceptional customer service and decision-making skills.
- Service-oriented individual with expertise in preparing and modifying documents, coordinating meetings and trips and preparing responses on behalf of company. Committed to establishing stellar rapport with clients of diverse backgrounds.
- Meticulous and systematic Administrative Assistant skilled in organizing, planning and managing daily clerical needs. Bringing solid expertise in coordinating documents, reports and records, handling correspondence and managing deliveries.
- Skilled in oral and written communication, team leadership and relationship-building.
- Comfortable working alone or with teams to accomplish on-time and accurate clerical tasks. Punctual Administrative Assistant known for having terrific work ethic and dynamic communication skills.
- Adept at preparing correspondence, memoranda and reports in both draft and final form.

### Skills

- Superb communication both verbal and written.
- Reliability and self sufficiency.
- Strong work ethic.
- Organizational and problem solving skills.
- Team player and multi tasker.
- Career minded, result driven, and goal oriented.
- Adaptable, positive, eager to contribute in any capacity.
- Microsoft Office
- Fluent in French and English

### Experience

#### Assistant Teacher

City , State Company Name / Jan 2010 to Jun 2011

- Implemented lesson plans for class of 30 students.
- Prepared, duplicated and collected teaching materials to help students better understand learning concepts.
- Helped students take advantage of other available subject matter and study resources.
- Classroom restocking, support and management of operations.
- Arranged and led activities for students, including small group and individualized instructions.
- Assisted teachers with lesson preparation, curriculum implementation, and testing.

#### Assistant Manager Intern

City , State Company Name / May 2006 to Sep 2006

- Spearheaded training initiatives to improve employee performance and bottom-line business results.

- Generated reports to assess performance and make adjustments.
- Increased customer base and market share by promoting product through diverse channels.
- Optimized productivity, streamlined program efficiency, and boosted profitability.
- Supervised and trained customer service team members to provide exceptional service, driving retention and satisfaction.
- Remained calm and professional in stressful circumstances and when dealing with unhappy customers, effectively diffusing situations.
- Addressed internal and customer-related issues each day and affected strategic resolutions.

Junior Editor

City , State Company Name / Sep 2004 to Sep 2006

- Determined appropriate page budgets and layouts to guide word count parameters, optimize use of images and graphics as well as maximize impact within allotted space.
- Evaluated reporter stories, shaped content and helped improve overall work quality through careful review, detailed editing and constructive feedback.
- Developed and deepened positive relationships with writing, design and production team members to improve communication and collaboration.
- Handed out story assignments, directed content meetings and evaluated submitted pieces to manage overall tone and execution of work.
- Decided readiness of articles for publication and approved final versions.
- Edited, rewrote and prepared numerous pieces per week by adjusting reading level to make understanding articles easier and more interesting.
- Oversaw layout design and worked with production team members to complete fresh monthly publications

Education and Training

MBA : Marketing IGlobal University Jun 2015 City , State

- Major in Marketing
- Completed coursework in

BBA : Business Administration Golden Gate University Jun 2011 City , State

- International Student Scholarship Recipient
- Minor in International Business

Associate of Arts Suffolk University Jun 2007 City

Associate in International Business and Business Administration