***Administrative Assistant***

**Kelly Kinney**

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| **Profile** | **Administrative support professional** offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. |

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| **Education** | Carson Newman College, TN | **BACHELORS DEGREE**  **INTERIOR DESIGN, 2004** |
| *Relevant Courses:*   * Project Management for Executive Assistants * MS Office for Professional Staff * Electronic Presentations for Business Professionals * Keyboarding and Document Formatting * Communication Skills for Executive Assistants * Finance for the Non-Financial Manager * Professional Office Procedures | |
| *Professional Development:*   * Microsoft Office Specialist (MOS), 2007 | |

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| **Key Skills** | **Office Skills:** | *Office Management*  *Records Management*  *Database Administration* | *Spreadsheets/Reports*  *Event Management*  *Calendaring* | *Front-Desk Reception*  *Executive Support*  *Accounting* |
| **Computer Skills:** | *MS Word*  *MS Excel*  *MS PowerPoint* | *MS Outlook*  *MS Access*  *MS Project* | *MS Publisher*  *FileMaker Pro*  *Windows* |

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| **Experience** | C & R Real ESTATE, or | **PROPERTY MANAGER,** 2009 to CURRENT |
| Handled multifaceted clerical tasks (e.g., data entry, filing, records management and billing)Office Management, maintained database and ensured the delivery of premium service to Clients. Quickly became a trusted Manager known for “can-do” attitude, flexibility and high-quality work.  *Highlights:* | |
| * Communicated effectively with multiple departments to plan meetings and prepare welcome packages for new Residents. Established strong relationships to gain support and effectively achieve results. * Helped coordinate dozens of recruitment events (average of 12 large gatherings per year) that contributed to consistently high enrollment levels. * Office Manager, Provided timely, courteous and knowledgeable response to information requests; screened and transferred calls; and prepared official legal Documentation. * Developed innovative sales techniques used by Corporate Office in training seminars. * Earned excellent marks on performance reviews, with citations for excellence in areas including work volume, accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service. | |