

## **Anahita Firoozi**

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Fully Work Authorized • No Visa Sponsorship Required

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### **PROFESSIONAL SUMMARY**

Administrative Assistant with 6 years of experience in office management and providing managerial support. Demonstrated success managing administrative activities and excellent communication skills.

### **Key Skills:**

- Customer Service
- Project Risk Management
- Accounting and Bookkeeping
- Python
- Google Drive, Microsoft Office (Word, Excel, PowerPoint)
- English and Farsi

### **PROFESSIONAL EXPERIENCE**

#### **Industrial Project Management of Iran, Tehran, Iran**

*Industrial management organization dedicated to providing management and engineering services with 100+employees*

#### **Marketing Specialist**

**11/2013 - 12/2016**

- Provided bid information to increase the chance of winning by 50% by compiling information from multiple departments
- Explored business opportunities using internet search engine and press to increase bid opportunities
- Participated in local media events, civic and professional group meetings, client industry trade associations and community activities to enhance company image and develop relationships
- Assisted in coordination of large events including annual oil industry conference for 45 companies
- Worked with leadership, technical staff and other marketing team members to generate proposals, presentations and other marketing collateral in alignment with business priorities
- Independently defined, scheduled and managed the proposal preparation process, including identifying deliverables and deadlines

#### **Administrative Assistant**

**5/2007 – 11/2013**

- Greeted and welcomed all visitors with professionalism and courtesy
- Oversaw and answered all incoming phone calls on multiple lines
- Coordinated office events, scheduled meetings and managed office supplies
- Performed basic bookkeeping, filing, typing, copying, binding, and scanning
- Assisted with meetings and other special events such as catering needs and material
- Maintained contact lists and up-to-date employee holidays and time off records
- Ordered and maintained office supplies
- Organized and scheduled meetings and appointments, maintained meeting rooms

### **ADDITIONAL WORK EXPERIENCE**

#### **Care Provider**

#### **Customer Senior Care, San Jose, CA**

**4/2018 - Current**

- Support clients in a friendly and congenial manner by taking them to appointments and supporting their daily needs

### **EDUCATION**

#### **Bachelor of Science (BS), Biology**

**2005**

Indiana University, South Bend, IN

### **PROFESSIONAL DEVELOPMENT/AFFILIATIONS**

#### **Computer Programming, Silicon Valley Polytechnic Institute, San Jose, CA**

**2019**

#### **Certificate of Completion in Google Drive, Goodwill, San Jose, CA**

**2018**