



ANGEL RODEN

Administrative Assistant

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EXPERIENCE

Office Administrator, ClearObject — Fishers, IN

OCTOBER 2022 - PRESENT

- Assist with the onboarding process for new employees, resulting in a 25% reduction in ramp-up time and ensuring a smooth transition into the company culture.
- Provide administrative support to multiple departments, including managing calendars, coordinating meetings, and preparing reports, resulting in a 25% increase in departmental efficiency.
- Schedule 30+ internal and external meetings across multiple time zones while managing the Google Calendar to prevent conflicts.
- Coordinate travel arrangements and prepare detailed itineraries for executives and 10+ employees, ensuring efficient and smooth travel experiences.
- Improve daily operations by 30% with managing office equipment and supplies.
- Plan and coordinate successful 10+ company events, such as team-building activities, and holiday parties, resulting in improved employee morale and engagement.
- Assist accounting with a variety of activities, such as uploading vendor invoices into NetSuite and IRS 1099 submissions.

Camp Director, Roden's Camp Adventurers — Fishers, IN

MAY 2022 - AUGUST 2022

- Engaged 100% of parents with mailings and social media. Facebook calendar and scheduled posts sharing action photos and future plans
- Created and designed website camp.roden.me with Wordpress; pipelining sales and post enrollment liability releases
- Planned and implemented 9 weeks of themed camp lesson plans and field trips; making happy campers. View on Facebook page!
- Performed accounting and billing. Zero late payments with automated reminders and used Stripe for credit card convenience

Childcare Provider, Carmel Clay Parks — Carmel, IN

SEPTEMBER 2017 - JANUARY 2019

- Supervised 25 children with indoor activities while creating and maintaining safe learning/playing environments
- Developed and implemented 100% of new craft activities
- Observed and documented children's behavior and progress, and provided written and verbal updates to parents; notified parents of potential behavioral issues

TECHNICAL SKILLS

Google Workspace
Website Development,
HTML/CSS/Javascript
Figma
Adobe Creative Cloud
Canva
Social Media Platforms
NetSuites/OpenAir
Insperity
BambooHR
Slack

SKILLS

Administrative Support
Calendar Management
Scheduling, *multiple time zones*
Email Management
Written Communication
Meeting Management
Travel Arrangements
Event Planning and coordination
Project Management
File Management
Problem Solving
Attention to Detail
Bookkeeping
Multi-Tasking
Organizational Skills

Office Administrator, Legacy House Victim — Indianapolis, IN

APRIL 2010 - AUGUST 2013

- Administered and maintained daily front office operations, including greeted clients, operated PBX phones, and data entry
- Provided clerical support for fundraising events by photocopying over 200 fliers and helped prepare for the lunch banquets
- Engaged 5 children with art in office playroom while clients obtained services

EDUCATION

Indiana University-Purdue University of Indianapolis,
Indianapolis, IN — *Bachelor's of Arts in Psychology*

Additional Experience

Parent Teacher Organization (PTO) — Hoosier Road Elementary
Grief Support — Brook's Place Buddy