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A multi-skilled professional with excellent secretarial and administrative skills who possesses the ability to provide a high level of secretarial support to a strong and busy team. Very capable with a high level of accuracy and consistency in all areas of work. Well presented, punctual and confident.

Now looking for a new and challenging position, one that will showcase my existing skills and experience whilst furthering my professional development.

ACADEMIC QUALIFICATIONS AND ACHIEVEMENTS

2006 – 2009 Oklahoma State University
Studied Political Science

2010 – 2012 University of Central Oklahoma
BA in Political Science
GPA 3.2

PREVIOUS EMPLOYMENT

June 2012 – Present News 9 - Griffin Communications Local Sales Assistant

- Report to two managers and assist two sales teams
- Create presentations for account executives to present to clients
- Coordinate client meetings
- Coordinate annual Neilson Ratings System (NRS) presentation, 3 day presentation for potential advertisers
- Coordinate annual Maximising Your Marketing Possibilities (MAX) presentation, 3 day presentation for potential advertisers
- Create weekly skims and business activity reports for management
- Track revenue of all sales projects
- Input orders into a trafficking system for strategic placement of advertisements
- Send clients weekly slot placements
- Manage the trafficking of sponsorships for the 7 day forecast, webcloses, tickers and billboards
- Create invoice summaries for all clients upon request
- Draft weekly sales meeting agendas

December 2011 – May 2012 Urology Practice of William J. Miller Office Assistant

- Deliver top customer service and manage relationships with patients
- Responsible for the transition of current patient information from paper to electronic charts
- Possess the diplomacy to alleviate problems and answer queries without having to involve management
- Responsible for organizing all past patient charts to a computer medium

PREVIOUS EMPLOYMENT CONTINUED

June – September 2011

Morgan Stanley Smith Barney

Intern

- Assist brokers with daily reports of market updates, gains and losses of stock
- Receive and sort all incoming mail and manage out-going mail
- Answer all incoming calls; take messages, deal with queries, gather and exchange information, as required.
- Maintain office administrative systems including ordering stationary, relevant filing etc.
- Undertake regular and ad-hoc administrative duties
- Undertake financial monitoring against specified budgets (stationary, food) reporting to the Head of Finance as required

KEY SKILLS AND ACHIEVEMENTS

- Strong communication skills
- Strong organizational, administrative and analytical skills.
- Strong debate skills.
- Ability to maintain confidentiality.
- Working knowledge of all Microsoft Office packages and Adobe Photoshop and E-Clinical software.
- Ability to produce consistently accurate work even whilst under pressure
- Ability to multi task and manage conflicting demands.
- Ability to type 60+ wpm.

LEADERSHIP EXPERIENCE

- Member of Political Science club- OSU 2006, 2007, 2008.
- Volunteer for Oklahoma State University's: The Big Event- 2006, 2007, 2008.
- Member of Alpha Chi Omega sorority- Gamma Epsilon Chapter.
- Member of Pi Sigma Alpha- 2011-2012.
- Participant of the 2011 Liberal Arts Symposium: Iraqi War Panel.

SOFTWARE

- NRS
- Matrix
- One Domain
- OSi
- Kantar
- Medialine

HOBBIES & INTERESTS

- Furniture restoration
- Supporting OKC Thunder
- Cooking
- Working out
- Current Events
- Painting

*References available upon request.

