

**DENNIS ADE ASANGA**  
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[daasangaa@gmail.com](mailto:daasangaa@gmail.com)

Efficient Administrative Assistant with strong history of providing top-notch clerical support and operational assistance to support staff needs. Diplomatic communicator and self-motivated worker with decisive nature necessary to manage independent work. Experience in coordinating documents, supplies and project resources.

Skills:

Meeting Arrangement, Strong Organization, Expense Report, Microsoft word, Excel, Google suit, Office Administration, Invoice Processing.

**Administrative Assistant/ Total care medical clinic – CA, LA/ OCT. 2020 – December 2021**

- Managed a monthly budget of \$5000 for office supplies and placed orders to maintain adequate stock levels.
- Support efficient meetings for an office of 50 staff members by booking conference rooms when needed, organizing materials, and distributing meeting notes.
- Scanned weekly invoices, paid online, and entered information on Microsoft Excel to keep track of expense records.

**Administrative Assistant/ Aristech/ Wendell, MD/ June 2019 – August 2020**

- Executed record filing system to improve document organization and management.
- Kept business, customer and financial records current and accurate to stay on top of changing information and avoid lost data.
- Coordinate, scheduled and arranged meeting and travel calendars, including business and social events.

**Office Assistant/ Cosmos Educational Press Limited – Bamenda, Cameroon/ January 2015 – Sept. 2018**

- Delivery expert clerical support by efficiently handling wide range of routine and special requirements.

- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.

**BSc. in Banking and Finance**  
UNIVERSITY OF BUEA

September 2014