**Operations Assistant /Administrative Assistant /Receptionist/Personal Assistant/Executive Assistant**

Can you generate well formatted resume with below contents

Mary John

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EDUCATION

Bachelor of Science in Business Administration

2016-2018

Johns University,Germany

High School:

St John's Private School,Germany

Highly organized and detail-oriented Administrative Assistant with over 6 years of experience providing exceptional administrative support in fast-paced office environments. Skilled in managing schedules, coordinating meetings, handling office correspondence, and ensuring smooth office operations. Adept at maintaining confidentiality, preparing reports, and improving office efficiency. Strong communicator with a proactive approach to problem-solving and multitasking, ensuring timely and accurate completion of tasks. Proven ability to work effectively both independently and as part of a team, contributing to overall organizational success.

**WORK EXPERIENCE**

Administrative Assistant

10/2022 – Present

BTM Corporate Solutions

* Provide administrative and operational support to the operations team to ensure smooth day-to-day operations.
* Coordinate inventory management and logistics, ensuring timely delivery and proper stock levels.
* Prepare and maintain operational reports, monitor key performance metrics, and assist in data analysis for continuous improvement.
* Develop and implement process improvements that reduced operational costs by 10%.
* Collaborate with other departments, including sales and customer service, to streamline workflows and improve efficiency.

Executive Assistant

05/2019 – 09/2022

Corporate Solutions

* Developed and executed a new scheduling protocol that improved meeting coordination efficiency by 35%, leveraging advanced calendar management tools.
* Managed vendor relationships and negotiated contracts, achieving a 20% reduction in office supply costs while maintaining quality standards.
* Assisted in the rollout of a company-wide CRM system, training over 50 employees and ensuring a seamless transition with minimal downtime.

Administrative Assistant Intern

08/2018 – 04/2019

Equinox Enterprises

* Streamlined the office supply ordering process, reducing delivery times by 25% and cutting costs by 10% through strategic vendor selection.
* Supported the executive team by preparing detailed reports and presentations, contributing to a 15% increase in client satisfaction scores.
* Organized company events and meetings, enhancing attendee engagement and feedback scores by 20% through innovative planning techniques.

SKILLS & COMPETENCIES

* Project Management
* Office Management Systems
* Executive Support
* Effective Task Execution
* Quality Work
* Administrative Support
* General Administrative Tasks
* Attention to Detail
* Time Management
* Interpersonal Communication
* Problem-Solving
* Critical Thinking
* Organization
* Prioritization
* Initiative
* Multi-Tasking
* Adaptability
* Data Entry
* Microsoft Office
* Technical Writing

COURSES / CERTIFICATIONS

Administrative Assistant Certification (CAA)

National Career Certification Board (NCCB)

Certified Administrative Professional (CAP)

International Association of Accessibility Professionals (IAAP)

Microsoft Office Specialist (MOS)