

ALICE HANSON

Self-driven secretary with over 11 years of administrative experience supporting management and office staff. Highly efficient, dependable team player that is also adept at Huntington Beach, CA 01234
555 Second Street,
a, ha nso n@you remai l .com
Lead i ng p roj ects and worki ng i n depe nd e ntly. C a n fol low d i rectio n s closely wh i le bei n g
(123) 455-7890
flexible enough to adapt to changing priorities ata moment's notice.

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE SECRETARY

J&J Products, Huntington Beach, CA
December 2016- Present

- Provides administrative support for two directors and six managers by maintaining calendars, making travel arrangements, preparing invoices, and completing various other tasks as required
- Oversees data management to ensure accurate databases and forms management
- Perform master excel level calculations, includingVLOOKUP, pivot tables and data work
- Increased efficiency and improved accuracy by 10% in 2019 by leading the sales tea m to su ccessfu l ly t ra n sfer pa per f i i n g system s to electron i c d ata
- Negotiated new vendor contracts to reduce the sales department budget by over 15% annually in 2020

SECRETARY

Behavioral Health Services, Newport
Beach, CA
June 2010 - December 2016

- Greeted incoming clients, answered multi-line phone system, and directed callers to appropriate departments
- Performed clerical duties including copying, printing, scanning, mailing, and organizing medical charts
- Managed office equipment and ordered supplies as needed

EDUCATION

Associate of Applied Science in
Administrative Assistance
LONG BEACH COMMUNITY COLLEGE
Long Beach, CA
September 2008- June 2010

KEY SKILLS

- Excel le nt verba l a nd written communication skills
- Proficient at Microsoft Office Suite (Word, Excel, and PowerPoint)
- Ability to work independently or as a team player
- H i gh ly o rga n ized with su pe rb ti me management abilities

CERTIFICATIONS

- Professional Administrative Certificate of Excellence (PACE), ASAP, 2017