

KENZIE ALLEN

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Highly educated office administrator with 5+ years experience who is an expert in Microsoft Office Suite and has earned multiple awards for outstanding work. A seasoned mediator who is known as the go-to problem solver of any office. Highly adept at planning large events and training new office staff,

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION ■ OFFICE OPERATIONS

Bowie State University Bowie, MD
September 2010 - May 2014

KEY SKILLS

- ◆ Data Entry
- ◆ Proofreading/Editing
- ◆ Microsoft Word
- ◆ Microsoft Excel and Access
- ◆ Adobe Illustrator
- ◆ Enterprise Resource Planning

CERTIFICATIONS

- Certified Records Manager,
Institute of Certified Records
Managers, 2015

PROFESSIONAL EXPERIENCE

OFFICE ADMINISTRATOR

Johns Hopkins Applied Physics
Laboratory, Laurel, MD
August 2019 - Present

- ◆ Provide monthly professional development training for office staff using Microsoft Powerpoint and Zoom during work-from-home conditions
- Support other staff by serving as a designated mediator in the event of a conflict
- Trained and mentored 12 new office employees
- Formally recognized by organization leadership four times during my tenureship for my positive mindset and extraordinary productivity

OFFICE ADMINISTRATOR

Chesapeake Irrigation and Lighting,
Millersville, MD
August 2014 - July 2019

- Greeted customers and directed them to the appropriate location
- Help organize fundraising events by providing logistical input and overseeing the creation of marketing materials
- Provided consistent and dependable administrative assistance to 20 members of the office staff
- Coordinated both on- and off-site employee events for as many as 750 staff members