

AMANDA MILLER

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Friendly and efficient clerical assistant with advanced computer skills and the ability to learn new systems quickly. A proven track record of meeting deadlines without sacrificing accuracy. Enthusiastic team player who receives recognition from employers for going above and beyond expectations. A multitasker that thrives in a fast-paced environment with the ability to work independently or with others.

PROFESSIONAL EXPERIENCE

OFFICE ASSISTANT

XYZ Corporation, Cleveland, OH | July 2019 - Present

- ◆ Provides administrative support by efficiently handling a wide variety of routine and special requirements
- ◆ Courteously welcomes clients at the front desk
- ◆ Assists with creating and editing a monthly employee newsletter
- Maintains office supply inventory by monitoring stock and ordering new supplies when needed
- Prepares spreadsheets and reports for management and updates customer information in MS Outlook

EDUCATION

ASSOCIATE IN OFFICE ADMINISTRATION

Cuyahoga Community College, Cleveland, OH | September 2017 - May 2019

KEY SKILLS

- ◆ Proficient in MS Office applications, including Word, Excel, PowerPoint and Outlook
- ◆ Strong office management skills
- ◆ Excellent interpersonal skills
- ◆ Typing speed of 60 WPM
- ◆ Highly attentive to detail with the ability to meet tight deadlines
- ◆ Adept at working both independently with little direction and with others on a team

CERTIFICATIONS

- ◆ Microsoft Office Specialist (MOS) in Excel and Access 2016, earned June 2019