

# Alec Sheehan

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Professional and detail-orientated office assistant with 10 years of experience providing efficient and streamlined administrative support. Excellent teamwork skills and clear communication style. Organized and able to work under own initiative in challenging and fast-paced working environments. Extensive knowledge of key administrative software, including scheduling programs and Microsoft Office.

## Education

### Associate of Business Administration

University of San Francisco,  
San Francisco, CA  
September 2008 - June 2010

## Key Skills

- Proficiency in payroll systems and Microsoft Office software
- ◆ Ability to multitask and work efficiently under pressure
- Fast typing speed and excellent command of spoken and written English
- Organized and self-motivated
- Experience training new staff members and providing ongoing support
- Attention to detail and dedication to meeting and exceeding productivity targets

## Professional Experience

### Office Assistant

Innovations PSI, San Francisco, CA | August 2017 • Present

- Carry out crucial payroll administrative tasks and coordinate employee checks prior to employment
- Coordinate management diaries and schedule meetings and events, booking venues and arranging catering where necessary
- Train new administrative staff members and familiarize them with office procedures and requirements
- Maintain stock inventory and order supplies, sourcing the most cost-effective suppliers to reduce costs

### Office Assistant

Avispa Technology, San Francisco, CA | July 2010 - August 2017

- ◆ Ensured professional communication with clients via telephone and email and responded to queries promptly
- ◆ Followed office procedures to a high standard to ensure maximum efficiency and productivity
- ◆ Maintained a tidy and organized office environment to the highest health and safety standards