

ADMINISTRATIVE ASSISTANT

Enthusiastic administrative assistant with superb leadership and communication skills. Effective at fostering a positive working environment with excellent interpersonal and organizational skills.

Education:

High School Diploma: May 2018 Rota High School

- National Honor Society, Anti-Bullying Campaign President, and Rota Leadership Award
- Founded and led reading enrichment program at Elementary School

Experience:

Administrative Assistant (06/2021 to 08/202)

- Maintained informational material and compiled information for reports.
- Set up and maintain supervised bank accounts monthly.
- Reconciled local office concentrated banking systems and prepared tax vouchers as applicable.
- Maintained databases, conducted weekly computer backups, and monitored secure file storage.

Administration Office Assistant (06/2020 to 08/2020)

- Worked with the Director of the Cultural Affairs Department assisting on keeping records, scheduling, and updating databases for historic preservation projects.
- Answered phone calls, worked alongside other office staff, and directed clients towards resources.
- Assisted in programming to help educate young students about the importance of preserving historical and cultural sites.

Student Activities Office Assistant (08/2018 to 3/2020)

- Helped organize activities in the University's Campus.
- Worked with other Universities to create combined events.
- Assisted clubs and organizations for sponsored activities volunteering opportunities

Skills: Mastery of Microsoft Office Programs (Excel, Word, PowerPoint, Outlook), Social Media