

Natalie Allio

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Professional Summary

Dedicated and focused secretary who excels at prioritizing, completing multiple tasks simultaneously. Specialize in administrative support to busy engineering firms. Committed to delivering high quality results with little supervision. Energetic, organized, and professional.

Areas of Expertise

- Microsoft Office proficiency
- Business writing
- QuickBooks expert
- Self-directed
- Time management
- Professional and mature
- Strong problem solver
- Resourceful

Work Experience

Hartwell Engineering

February 2010 to Current

Secretary

Tacoma, WA

- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.
- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Designed electronic file systems and maintained electronic and paper files.
- Wrote reports and correspondence from dictation and handwritten notes.
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ProServe Design

April 2008 to January 2010

Administrative Assistant

Seattle, WA

- Created PowerPoint presentations used for business development.
- Posted open positions on company and social media websites.
- Created weekly and monthly reports and presentations.
- Managed the day-to-day calendar for the company's president.

Scott Engineering

August 2004 to March 2008

Secretary

Spokane, WA

- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
- Received and screened a high volume of internal and external communications, including email and mail.
- Properly routed agreements, contracts and invoices through the signature process.

Education

University of Washington

2004

Bachelor of Arts: English

Spokane, WA