Shanice Smith

22 Lake Way

St. Andrew, Jamaica

Objective:

Highly organized and detail-oriented administrative assistant with 3 years of experience in providing exceptional administrative support. Seeking a challenging position to utilize my strong organizational and communication skills in a professional environment.

Professional Summary:

Dedicated administrative professional with a proven track record of efficiently managing office operations and supporting executive-level staff. Proficient in handling a wide range of administrative tasks, coordinating schedules, managing travel arrangements, and maintaining confidential information. Strong problem-solving abilities and the ability to work effectively in fast-paced environments.

Work Experience:

1. Administrative Assistant

XYZ Company, Kingston

Jan 2020 – Aug 2022

- Provided comprehensive administrative support to executive-level staff, including managing calendars, scheduling appointments, and coordinating meetings.

- Prepared and edited correspondence, reports, and presentations.

- Managed travel arrangements, including flight bookings, hotel accommodations, and itinerary planning.

- Maintained confidential records, documents, and databases.

- Handled incoming calls, inquiries, and requests, and directed them to the appropriate personnel.

- Assisted in event planning and coordination, including managing logistics and organizing materials.

- Ordered and maintained office supplies and equipment inventory.

2. Office Administrator

ABC Company, Kingston

Sept 2022 - Present

- Managed day-to-day office operations, including maintaining files, records, and databases.

- Handled incoming and outgoing correspondence, including mail and email.

- Coordinated and scheduled meetings, appointments, and conference calls.

- Assisted with bookkeeping tasks, such as invoicing, expense tracking, and budgeting.

- Prepared and distributed internal communications and memos.

- Managed office supply inventory and placed orders as needed.

- Provided administrative support to various departments, including HR and Finance.

Education:

Associate Degree in Business Administration

UWI MONA

2019

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

- Strong organizational and time management skills

- Excellent written and verbal communication abilities

- Attention to detail and accuracy

- Ability to prioritize tasks and meet deadlines

- Problem-solving and decision-making skills

- Strong interpersonal and customer service skills

- Ability to maintain confidentiality

- Knowledge of office equipment and systems

- Familiarity with project management tools (e.g., Trello, Asana)

References:

Available upon request