

Tiffany Henn

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405-618-7718

Efficient and professional with 10 years of experience handling a fast-paced environment with a large volume of clients. Flexible and hard working with a drive to succeed and help others.

Work Experience

Executive Assistant

Burton Controls, Inc - Oklahoma City, OK

December 2009 to March 2020

- Receive and Screen high volume of internal and external communications.
- Coordinate travel arrangements, including booking hotel rooms, car rentals, and airfare for staff.
- Update financial, customer and business records with accurate information each day, preventing data loss and keeping files current.
- Administer digital and physical filing systems.
- Create and maintain spreadsheets and develop administrative and logistical reports.
- Produce professional letters, presentations, and spreadsheets.
- Prepare presentations and proposals
- Bookkeeping and budget reports
- Route agreements, contracts, and invoices through signature process.
- Post open positions and maintain company social media.
- Maintain business records
- Serve as a central point of contact for all outside vendors
- Organize files, reports, and documents.

Education

High school diploma in Marketing

Oklahoma City Community College

August 2005 to May 2006

Skills

- - Excel Spreadsheets
- Executive Presentation Development
- Microsoft Office
- Strong Interpersonal Skills
- Business Writing
- Time Management
- AR/AP
- Proofreading

- Quickbooks
- Human Resource Management
- Payroll
- Scheduling