



Highly organized and meticulous Administrative Assistant with experience in corporate office settings. Adept at preparing and maintaining files, greeting visitors and restocking supplies. Good communicator and planner with strong judgment and critical thinking abilities.

Skills

- Time management
- Time Letter preparation
- Correspondence handling

Work History

02/2017 - Current

Administrative Assistant

COMPANY A, San Francisco, CA

- Screened all visitors and directed them to the correct employee or office.
- Facilitated organized record retrieval and access.
- Organized all new hire, security and temporary paperwork.

02/2016 - 02/2017

Customer Service Representative

COMPANY B, Berkeley, CA

- Asked open-ended questions to assess customer needs.
- Scored in top 10% of employees in successful resolution of issues.
- Built long-term customer relationships and advised customers on purchases and promotions.

02/2014 - 02/2016

Cashier

COMPANY C, San Francisco, CA

- Ran the register effectively and handled cash and credit purchases.
- Attended to customer needs, questions and complaints.
- Regularly checked the drawer to ensure that there were adequate cash and coin for transactions

Education

Bachelor of Arts

San Jose State University - San Jose State University, CA



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