

Anmol Grover

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(555)123-4567

Leeds, NY

Summary

Dedicated administrative assistant with 4 years of experience providing administrative support to senior executives. Involved in all aspects of office operations, including scheduling, mailings and planning meetings.

Skills

Communication Skills, Organizational Skills, Administrative Experience, Customer Service, Microsoft Powerpoint, Microsoft Excel, Microsoft Office

Experience

Administrative Assistant

Chateau Green • Orlando, Florida

June 2020 - Present

- Maintained comprehensive knowledge of company policies and procedures
- Researched and responded to difficult questions in the office and with clients, increasing productivity by 40%
- Performed secretarial duties in a timely manner, quickly improving customer response time and improving employee morale
- Actively participated in company meetings and meetings with clients

Office Manager

Mine Management • Orlando, Florida

May 2019

- Maintained a detailed database for tracking of all company action items relating to customers, vendors, orders, paperwork and appointments
- Resolved customer issues on time and within budget (50% of all customer issues were resolved)
- Updated company policies to reflect new organizational structure and career development policies, resulting in a 60% reduction in staff turnover
- Managed a team of 8 full time employees, including HR, Finance, Marketing and Operations
- Upheld the highest standards of cleanliness and staff conduct in all company facilities
- Reduced complaints by 33%

Administrative Assistant

The Pinnacle Inc. • Orlando, Florida

December 2017

- Provided administrative support to the VP of Operations
- Managed and maintained a database totaling 3.5 terabytes of data, handling data entry tasks, data archiving and data management for the company
- Created a highly accurate schedule of all events throughout the company, ensuring all meetings are attended and deadlines were met
- Coordinated with sales, marketing and other departments to ensure that all deadlines were met

Education

High School Diploma

Concord Charter School • Orlando, Florida