

CHARLOTTE ROBERT

PROF.

professor@roberts.edu

TEACH

2015 - PRESENT

RES

roberts@roberts.edu

EDUCATION

ROBERTSON COLLEGE

September 2018

Bachelor of Science in Business Administration - Accounting
Master of Science

LAMARCA COLLEGE

SCHOOL OF MANAGEMENT

May 2015

Bachelor of Science in Business Administration

SKILLS

Microsoft Office

Google Analytics

Excel/PowerPoint/Word/Outlook

Customer Service/Teamwork

Communication/Problem Solving

Leadership/Management

PROFESSIONAL SUMMARY

Experienced Business Administration graduate with a strong academic background in Business Administration. Proven ability to manage complex projects, analyze data, and develop strategic plans. Seeking a challenging professional opportunity in a dynamic environment.

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

January 2018 - Present

Supporting the administrative functions of the organization.

- Coordinate and manage office operations.
- Handle incoming and outgoing mail, packages, and mail.
- Manage office equipment and supplies.
- Assist with scheduling and calendar management.
- Provide administrative support to management.
- Assist with financial reporting and analysis.
- Assist with human resources and payroll.
- Assist with legal and compliance matters.
- Assist with the development and implementation of policies and procedures.
- Assist with the development and implementation of training programs.

ADMINISTRATIVE

May 2015 - December 2017

Supporting the administrative functions of the organization.

- Managed front desk and office staff.
- Coordinated and managed office operations and administrative functions.
- Assisted with scheduling and calendar management.
- Assisted with financial reporting and analysis.
- Assisted with human resources and payroll.
- Assisted with legal and compliance matters.
- Assisted with the development and implementation of policies and procedures.
- Assisted with the development and implementation of training programs.