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|  | Pamela Sanders Phoenix, AZ 85021 | 555.555.5555 | pam.sanders@email.com |
| Professional Summary | Well-organized Senior Office Administrator professional bringing excellent multitasking abilities developed over 13 years of distribution industry experience. Commended for consistently driving team success with knowledgeable enforcement of company procedures and skillful personnel training. Proficient in Microsoft SQL Server and Oracle with expertise in database management. |
| Work History **SKILLS**  **Education** | Edward Jones / Senior Office AdministratorApr 2018 - PRESENT, Phoenix, AZ  * Interpret management directives to define and document administrative staff processes. * Design comprehensive $10,000 office budget to handle supply, labor, and maintenance requirements. * Establish and update work schedules to account for changing staff levels and expected workloads.  Beazley Co. / Office AdministratorJan 2011 - Apr 2018, Phoenix, AZ  * Supported logistics for programs, meetings, and events, including room reservations, agenda preparation, and calendar maintenance. * Tracked and recorded expenses and reconciled accounts to maintain accurate, current, and compliant financial records. * Maintained 99.0% accuracy while updating databases with quantitative data and verifying continuous and discrete changes.  ISW Corporation Inc. / Office Administrative AssistantJun 2007 - Jan 2011, Phoenix, AZ  * Answered over 50 calls and greeted visitors in a friendly manner every day. * Started, opened, and routed incoming correspondence and deliveries to help senior leaders respond quickly to business and customer requirements. * Transferred and directed phone calls, guests, and mail to correct departments.  |  |  | | --- | --- | | * Documentation and reporting | * Relationship building | | * Operations oversight | * Self-motivation | | * Office administration | * Customer service | | * Filing and paper management | * Calendar and docketing |   **Associate of Science**: Business Administration  Phoenix College - Phoenix, AZ |