

SYDNEY WALCOFF

ADMINISTRATIVE ASSISTANT

Career Objective

Adaptable professional with 4+ years of experience and a proven knowledge of employee engagement, event planning, and records management.

Contact

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📍 7191 Willet Circle Carlsbad, CA, 92011

Education

UNIVERSITY OF CALIFORNIA-DAVIS

Davis, CA

Bachelor of Arts (B.A.) Economics; Music (Dec 2017)

Experience

May 2019 - Present

OFFICE COORDINATOR

Zendrive, Sacramento, CA

- Create and organize document management databases
- Assist Insurance team with clerical work
- Book travel and accommodations for employees traveling domestically and internationally
- Schedule interviews for Recruiting team
- Event planning and execution (offsite, holiday party, and engagement events)

Nov 2018 - Sep 2019

BARISTA

Starbucks, Burbank, CA

- Prepare or serve hot or cold beverages, such as coffee, espresso drinks, blended coffees, or teas.
- Clean or sanitize work areas, utensils, or equipment.
- Provide customers with product details, such as coffee blend or preparation descriptions.
- Serve prepared foods, such as muffins, biscotti, or bagels.

Jun 2017 - Aug 2017

EXECUTIVE OFFICE INTERN

Sigma Alpha Epsilon Pi Inc, CA

- Created membership and alumnae databases of 400+ members
- Coordinated member acquisition and retention efforts for the sorority on a national and local level
- Arranged and coordinated national event with executive leads by developing itineraries and events
- Interacted cross-functionally with members and chapters to increase

attendance at special events

- Wrote and edited handbooks related to recruitment, chapter advisor responsibilities, new chapter policies and responsibilities