1. Worked with upper management to complete complex projects on tight budgets within specific timelines.
2. Prepared meeting minutes and edited subcontractor proposals, project punch list, transmittals and memorandums for organizational support.
3. Supported logistics for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance.
4. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
5. Reconciled account files and produced monthly reports to keep [Job title] informed about office operations.
6. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
7. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
8. Reported on daily office activities to help managers stay on top of dynamic conditions and make proactive decisions.
9. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
10. Supported [Job title]s and [Job title]s with effective correspondence management, document coordination and customer relations.
11. Maintained [Number]% accuracy while updating databases with [Type] data and verifying [Type] changes.
12. Tracked office supplies and restocked low items to keep team members on-task and productive.
13. Monitored and tracked performance of employees, identifying and targeting areas in need of improvement and further training.
14. Played key role in achieving and maintaining top client satisfaction and retention by maintaining project deliverable accuracy and alignment with specifications.
15. Produced accurate [Type] documentation and organized resources to smoothly execute changes.
16. Properly compiled and distributed reports and contracts, auditing data prior to shipping to promote accuracy.
17. Maintained open communication with customers to foster positive relations and provide updates on [Type] and [Type] issues.
18. Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
19. Facilitated office productivity, coordinating personnel schedules, quality assurance and procedural improvements.
20. Verified [Number] salaried and hourly employee time cards to prepare accurate bi-weekly payroll.