

# First Last

Office Administrative Assistant

## WORK EXPERIENCE

**Resume Worded**, London, United Kingdom

Education technology startup with 50+ employees and \$100m+ annual revenue

Office Administrative Assistant

08/2021 – Present

- Maintained database listing of 2K customer preferences for new company listings, leading to a 92% growth in annual revenue.
- Completed records management tasks on schedule with a 98% accuracy by displaying efficiency and diligence in administrative duties.
- Developed 13 new filing systems that increased office productivity by 72% in the first year on the job.
- Recorded zero conflicts for 21 weeks by maintaining the calendar appointments and meeting schedules for 35 executives.

**Polyhire**, London, United Kingdom

NYSE-listed recruitment and employer branding company

Administrative Executive

10/2019 – 07/2021

- Concluded a publicized administrative assessment that resulted in a budget surplus of \$40K in Q1, 2020.
- Obtained \$70K for the departmental training fund of Polyhire by designing a new initiative for administrative development based on the results of 15 assessments.
- Requested, managed, and funded a \$200K budget line item for new office pieces of furniture in 14 departments.
- Organized Polyhire's first annual fall picnic, raising \$129K for its Information Technology fund.

**GrowthSI**, London, United Kingdom & Barcelona, Spain

Career training and membership SaaS with 150,000 users

Data Clerk

06/2018 – 09/2019

- Ensured that financial statement data were properly organized and accurate, contributing to a \$1M annual budget surplus.
- Tracked inventory for 1.9K items in the warehouse, accurately recording UPCs, codes, and descriptions within 15 days on the job.
- Prepared database entries promptly and accurately, achieving a 90% accuracy rating from supervisors.
- Indexed, coded, and preserved 40K pages of documents 24 hours before the deadline for future archival storage.

## PREVIOUS EXPERIENCE

**Appointment Scheduler**, ABC Company, London, UK

**Front Desk Attendant**, XYZ Company, New York, USA

**Administrative Aide (Internship)**, ABC, New York, USA

06/2017 – 05/2018

06/2016 – 05/2017

07/2014 – 05/2015

## CONTACT

- Dundee, United Kingdom
- +44 1234567890
- first.last@gmail.com

## SKILLS

Technical Skills:

- Data Entry
- Typing
- Customer Service
- Scheduling
- Word Processing
- Event Planning

Industry Knowledge:

- Administrative Assistance
- Travel Management
- Public Relations

Tools and Software:

- MYOB
- Adobe Photoshop
- QuickBooks
- Microsoft Office Suite

Languages:

- English (Native)
- Romanian (Native)
- Spanish (Conversational)

## EDUCATION

**University of New York**

Bachelor of Science

Business Administration

New York City, New York

10/2011 - 06/2014

## OTHER

- Certified Administrative Professional
- Microsoft Office Specialist

# Microsoft Office Teaching Guide For Administrative Assistant

**Yicheng Fang**



## **Microsoft Office Teaching Guide For Administrative Assistant:**

*Resources in Education* ,1985      **The Ferguson Guide to Resumes and Job Hunting Skills** Maurene J. Hinds,2005  
Presents a guide to preparing a r sum and conducting a job search including information on looking beyond classified ads  
creating a r sum writing cover letters and interviewing for positions      *Guide* American Anthropological Association,2008  
**Governing Wisconsin Teacher's Guide** ,2008 The guide includes 27 essays on state government with study questions  
and model answers selected lesson plans and an overall glossary Letter of transmittal      **Guide to American Graduate  
Schools** ,1967      *University of Michigan Official Publication* ,1964      **Peterson's Guide to Graduate and Professional  
Programs, an Overview** ,1995      Killer Cover Letters and Resumes WetFeet (Firm),WetFeet,2014      **Guide to  
Geography Programs in the Americas** ,2007      *Peterson's Guide to Graduate Programs in the Physical Sciences and  
Mathematics* ,1990      Research in Education ,1974      Elsevier's Dictionary of Office Automation C. de Schaetzen,Centre  
de Terminologie,1991 Office automation has become by far the major application of data processing on micro computers This  
dictionary compiled by the Centre de Terminologie de Bruxelles Institut Libre Marie Haps Brussels Belgium contains in  
English French German and Dutch the vocabulary of office automation software programs for micro computers The subfields  
The Cumulative Book Index ,1998 A world list of books in the English language      **Guide to Geography Programs in  
North America** ,2005      **Industrial and Engineering Chemistry** ,1929      **Industrial & Engineering Chemistry** ,1929  
**Peterson's Guide to Graduate Programs in the Humanities, Arts, and Social Science** Peterson's Guides, Inc,1992  
**A Casebook for School Leaders** Karen L. Hanson,2009 For those pursuing a career in educational administration the  
third edition of this text offers a unique opportunity to engage in case analysis Introducing 44 cases that represent real life  
situations in today s schools readers are provided with a case analysis framework to use as a tool for analyzing the cases and  
resolving problem s presented in each case New to this Edition Developing Your Leadership Expertise activities provide  
readers with the opportunity to practice applying chapter content to the Interstate School Leaders Licensure Consortium  
ISLLC standards Five new cases have been added addressing issues such as separation of church and state personal  
leadership development No Child Left Behind fundraising and leadership attributes Questions to Research and Consider have  
been revised to scaffold readers learning including higher order thinking questions and inquiry based activities Hallmark  
features ISLLC Matrix Located on the inside front cover this matrix correlates the subject matter in the cases with the  
Interstate School Leaders Licensure Consortium ISLLC model standards Case Analysis Framework This framework applied to  
each case provides a tool for readers to systematically process the case information categorize the data summarize the  
material and locate a root cause Suggested Reading List Find located at the back additional references for research and  
information that apply to each case topic Hanson is incredibly creative and brings additional breadth and depth to my  
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school leaders Casey Graham Brown Ph D Texas A M University Commerce The author s writing abilities are well developed for the story telling genre Each case seems to flow in a natural manner that keeps the reader s interest The writer appears to be up to date professional and on top of current issues in educational administration This book would be a valuable resource in guiding classroom discussions and developing self awareness Sue R Abegglen Ed D Culver Stockton College     **Directory [of] Officers, Faculty, and Staff and Associated Organizations** University of Michigan,1995     Who's who in Ecology,1973

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