

# 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

**K Payea**



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

Resources in Education ,1985      *Teachers' Guide to Child Development* Arch Oliver Heck,California. State Curriculum Commission,Edith Anna Lathrop,Fletcher Bascom Dresslar,Frank Kale Foster,Gabriel E. Loftfield,James Frederick Abel,James Frederick Rogers,Walter Herbert Gaumnitz,Ward W Keesecker,Haskell Pruett,1930      **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      *Peterson's Guide to Graduate and Professional Programs, an Overview* ,1995      *University of Michigan Official Publication* ,1964      **Killer Cover Letters and Resumes** WetFeet (Firm),WetFeet,2014      **The British National Bibliography** Arthur James Wells,2002      **Peterson's Guide to Graduate Programs in the Physical Sciences and Mathematics** ,1990      Guide to Geography Programs in the Americas ,2007      *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      **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 introductory school leadership course The cases stand alone but also flow together to paint a picture of what ifs for aspiring 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      *The Cumulative Book Index* ,1998 A world list of books in the English language      **Guide to Geography Programs in North America** ,2005      Peterson's Guide to Graduate Programs in the Biological Sciences 1997 Peterson's,1997-01-05 Graduate students depend on this series and ask for it by name Why For over 30 years it s been the only one stop source that supplies all of their information needs The new editions of this six volume set contain the most comprehensive information available on more than 1 500 colleges offering over 31 000 master s doctoral and professional degree programs in more than 350 disciplines New for 1997 Non degree granting research centers institutes and training programs that are part of a graduate degree program Five discipline specific volumes detail entrance and program requirements deadlines costs contacts and special options such as distance learning for each program if available Each Guide features The Graduate Adviser which discusses entrance exams financial aid accreditation and more The only source that covers nearly 4 000 programs in such areas as oncology conservation biology pharmacology and zoology      Academic Histories of Faculty Members of Associated Collegiate Schools of Business with Bibliographies of Their Publications ,1965      *Resources in Education* ,1976      *Studies in Industrial Education* National Association of Industrial Teacher Trainers,1953

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web you should also include in your letter of resignation the reason for resigning i e that it was due to the intolerable environment in which you were working and that it was discriminatory based only on your injury make it clear that you regard this as a breach of anti discrimination at work legislation keep a copy of your resignation letter

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state that the reason for resigning is due to the injury sustained be specific about the injury the severity and  
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