

# 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

06/2017 – 05/2018

Front Desk Attendant, XYZ Company, New York, USA

06/2016 – 05/2017

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

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

**Thirumalaisamy P.  
Velavancorresponding**



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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  
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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

asiring 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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