



AVA DAVIS

Administrative Assistant

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Results-driven Administrative Assistant with expertise in data management and customer service. Successfully implemented new filing systems that reduced retrieval time by 30%, enhancing overall office productivity.

WORK EXPERIENCE

Administrative Assistant

📅 May / 2019-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Retrieve work orders from agrarian website to create a map required for spray of chemicals by pilots.
2. Verify chemicals to be sprayed per state, county, and federal regulations regarding environmental impact to areas adjacent to location to be sprayed.
3. Coordinate with apiaries regarding spraying dates and chemicals to be sprayed to insure bees are appropriately sheltered.
4. Coordinate and consult with pilot selected to undertake the task to ensure proper dispersal of chemicals including wind direction.
5. Review written report from the pilot when task is completed and submit to appropriate county agency.
6. Retrieve, calculate and complete hours worked by total of 5 staff members.
7. Supervise 3 staffs in charge of conducting manual labor including preparation of chemical mixtures.

Owner Operator

📅 May / 2015-May / 2019

Silver Lake Enterprises

📍 Seattle, WA

1. Provide house cleaning for various employers which include vacuuming, dusting, detailed cleaning.
2. Started business with two homes and expanded the business to 15 homes ranging up to 4,600 sq.
3. Coordinated work schedule, payroll, transportation and intervened in employee/employer relations.
4. Provided training to staff in techniques including proper use of chemicals and cleaning products.
5. Monitored accounts receivable and ensured timely payments of business debts.

EDUCATION

Associate of Applied Science in Business Administration

📅 May / 2012 - May / 2015

City College

📍 Toronto, ON

Focused on developing skills in office management, communication, and organizational strategies.

SKILLS

Excellent Computer skills



Time Management Organizational skills



Very Proficient In Word And Excel



Customer Service



Communication Skills



Scheduling



INTERESTS

📖 Reading

✈ Travel

🚴 Cycling

💡 Public Speaking

STRENGTHS

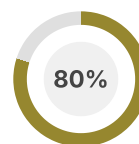
🏆 Competitiveness

🚀 Ambition

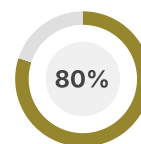
🛡 Courage

✅ Integrity

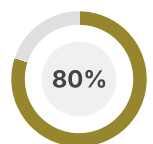
LANGUAGES



English



Dutch



Russian

ACHIEVEMENTS

🌟 Implemented a digital filing system that reduced retrieval time by 40%.

🌟 Managed travel arrangements for executives, resulting in a 20% reduction in costs.