

OLIVIA SMITH

Senior Administrative Assistant - Operations

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PROFESSIONAL SUMMARY

Resourceful Senior Administrative Assistant with 7 years of experience in enhancing operational workflows and providing executive support. Proficient in managing complex schedules, facilitating effective communication, and ensuring confidentiality in sensitive matters. Ready to apply my expertise in a challenging role focused on operational excellence and team collaboration.

WORK EXPERIENCE

Senior Administrative Assistant - Operations

📅 Apr / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Responded promptly to requests from senior officials and staff, gathering information from various sources.
2. Coordinated data assembly to address inquiries from senior management effectively.
3. Monitored all personnel, supply, and training transactions, maintaining accurate documentation flow.
4. Directed visitors, ensuring proper notification to relevant personnel regarding their business needs.
5. Evaluated visitor priorities to ensure efficient handling of business matters.
6. Participated in project meetings, preparing and distributing essential documents and reference materials.
7. Established and maintained organized filing systems, adhering to policies for updates and disposals.

Senior Administrative Assistant - Temp

📅 Apr / 2018-Apr / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Provided comprehensive support for space management, facilities, and parking logistics.
2. Acted as the primary contact for property control, overseeing inventory management and sensitive item tracking.
3. Maintained and updated project logs and reports to facilitate efficient monitoring and follow-up.
4. Developed an electronic tracking system to ensure timely completion of deadlines.
5. Processed purchase requests for supplies and services, ensuring accurate tracking of documents.
6. Resolved logistical issues related to deliveries and shipments effectively.

EDUCATION

Bachelor of Arts in Business Administration

📅 Apr / 2015-Apr / 2018

University of California

📍 Chicago, IL

Focused on management and organizational behavior to enhance operational efficiency.

SKILLS

Interpersonal Skills

Email Management

Document Design

Document Scanning

ACHIEVEMENTS

- 🌟 Streamlined office processes, reducing administrative errors by 30%.
- 🌟 Successfully managed logistics for over 50 corporate meetings annually.
- 🌟 Implemented a new filing system that improved document retrieval time by 40%.