

OLIVIA SMITH Trust Administrative Assistant

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

SKILLS



INTERESTS



Community Service





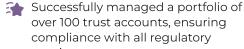
STRENGTHS



LANGUAGES



ACHIEVEMENTS



over 100 trust accounts, ensuring compliance with all regulatory requirements.

Implemented a new filing system that improved document retrieval time by 40%.

PROFESSIONAL SUMMARY

Results-oriented professional with strong problem-solving, client support, and organizational skills Recognized as a team player who is comfortable taking the lead to support client needs Adept communicator in groups or one-on-one with the commitment to stay motivated and focused on goals Ability to manage multiple priorities, supporting numerous co-workers, in a fast-paced, complex environment.

WORK EXPERIENCE

Trust Administrative Assistant

May / 2019-Ongoing

Pineapple Enterprises

- 📮 Santa Monica, CA
- 1. Reported to Assistant Vice President/Senior Trust Officer.
- 2. Included typing and composing correspondence, forms, charts, and court documents.
- 3. Maintained accounts involving wills, probates, trust, conservatorships, and guardianships.
- 4. Responsible for overdrafts, payments of expenses, and receipt of incoming income into accounts.
- 5. Balanced court accountings and maintained efficient records on accounts
- 6. Set up and processed new accounts and handled merchant deposits on inquiries and problems.
- 7. Arranged complex and detailed travel plans, itineraries, and agendas.

Trust Administrative Assistant

May / 2015-May / 2019

Silver Lake Enterprises

耳 Seattle, WA

- 1. Managing and transitioning to electronic files and documents Performing reconciliations, balancing, inventories, mailings and corrections Creating.
- 2. Implemented and developed centralized departmental word processing.
- 3. Point of contact for all outside vendors and resolving any operational issues that may occur Assisted Trust Officers with correspondence, mail. faxes.
- 4. Responsible for all administrative duties with \$306.6 Million of trust assets Process distributions for trust Process paper work for implementation.
- 5. Managed trust account documentation, ensuring 100% compliance with regulatory standards and internal policies.
- 6. Coordinated the preparation of trust account statements, improving accuracy and reducing errors by 30%.

EDUCATION

Bachelor of Science

Lakeside College

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Concentrated on business administration and management principles.