



OLIVIA GREEN

Administrative Support Assistant 📍 LOS ANGELES, CA 90291, UNITED STATES

○ DETAILS ○

1515 Pacific Ave, Los Angeles, CA
90291, United States
email@email.com

PLACE OF BIRTH
San Antonio

NATIONALITY
American

DRIVING LICENSE
Full

○ LINKS ○

[Twitter](#)

[Facebook](#)

○ SKILLS ○

Yast

Toggl

Evernote

Clarian

CloudMagic

CRM Systems

Spreadsheets

Online Quotation Software

Booking Systems

Trello

Asana

👤 PROFILE

Senior Administrative Support Assistant with seven years' experience in an international sales office servicing Europe and Asia. Multi-Tasker with a strong sense of detail and the ability to prioritize between urgent vs. important client issues. Energetic with an excellent work ethic driven by deadlines and team targets. Extensive tenure in the planning, coordination, and support of operational activities within a sales department.

📁 EMPLOYMENT HISTORY

Administrative Support Assistant at SAB Breweries, Berkeley, CA

October 2016 – March 2019

Introduced a user-friendly electronic filing system, which reduced file retrieval time by 50%.

- Prepare draft presentations and other marketing materials required for prospective clients, working closely with sales team members
- Organize timelines with the graphic design department regarding promotional material concept designs and printing of finalized documents
- Maintain prospective client database and update existing client files
- Create spreadsheets to monitor and keep track of tracking marketing events, inventories, corporate gift purchases and request for proposals (RFPs)

Administrator - HR Support at Black Label Beverages, Bakersfield, CA

November 2011 – September 2016

Accelerated the interview scheduling system by incorporating an interactive calendar, resulting in more user-friendly appointment logging

- Document the recruitment process for new
- Create interview templates on the Applicant Tracking System (ATS)
- Print and distribute company induction and policies and procedures document for new hires
- Collect banking and personal information from new employees and upload these into the payroll system
- Schedule training sessions for new employees
- Type up job descriptions to be used in vacancy
- Manage electronic calendars of HR Consultants and schedule meetings, appointments, and conference calls

Office Support Administrator at California Legal Aid, Santa Barbara, CA

March 2010 – December 2010

Implemented systems and procedures which integrated general payroll and human resource functions, improving consistency and reducing errors

- Sort and distribute checks to be delivered to creditors and prioritize EFT payments
- Allocate journal entries into the correct revenue, expenditure or balance sheets
- Prepared monthly reconciliations for funds in and funds out of the bank account

○ HOBBIES ○

○ LANGUAGES ○

English

Spanish

- Download raw transaction data from SAP and organize the information to create reports and charts
- Prepare and arrange documentation for the annual audit
- Prepare minutes from financial meetings and send out memos and notifications to financial department employees
- Maintain the deposit database

EDUCATION

International Association of Administrative Professionals, Kansas City, MO

January 2016

Degree: Certified Administrative Professional (CAP)

Florida Career College, Jacksonville, FL

March 2018 – November 2018

Degree: Business Office Administration Program

COURSES

Sales Administration Course, American Advertising Association, IN

March 2013 – March 2014

EXTRA-CURRICULAR ACTIVITIES

Club Captain at California - Women in Cycling Association, Santa Cruz, CA

March 2019 – March 2019

INTERNSHIPS

Administrative Support Assistant at Bluebird Marketing LLC, Fullerton, CA

October 2009 – March 2011

Worked as an admin intern during the holidays. Booked team events at less expensive locations, reducing travel expenses by 40%

- Prepare draft presentations and other marketing materials required for prospective clients, working closely with sales team members
- Organize timelines with the graphic design department regarding promotional material concept designs and printing of finalized documents.
- Maintain prospective client database and update existing client files
- Create spreadsheets to monitor and keep track of tracking marketing events, inventories, corporate gift purchases and request for proposals (RFPs)