

# Olivia Green



## Administrative Support Assistant

<b>Address</b>	1515 Pacific Ave, Los Angeles, CA 90291, United States	<b>Email</b>	email@email.com
<b>Place of birth</b>	San Antonio	<b>Nationality</b>	American
<b>Driving license</b>	Full	<b>Links</b>	<a href="#">Twitter</a> , <a href="#">Facebook</a>

## 01 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.*

## 02 EMPLOYMENT HISTORY

10/2016 – 03/2019

### **Administrative Support Assistant at SAB Breweries**

Berkeley, CA

*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)

11/2011 – 09/2016

### **Administrator - HR Support at Black Label Beverages**

Bakersfield, CA

*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

03/2010 – 12/2010

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

*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
- 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

**03 EDUCATION**

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01/2016

**International Association of Administrative Professionals** Kansas City, MO

Certified Administrative Professional (CAP)

03/2018 – 11/2018

**Florida Career College**

Jacksonville, FL

Business Office Administration Program

**04 SKILLS**

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Yast	● ● ● ● ●	Toggl	● ● ● ● ●
Evernote	● ● ● ● ●	Clarian	● ● ● ● ●
CloudMagic	● ● ● ● ●	CRM Systems	● ● ● ● ●
Spreadsheets	● ● ● ● ●	Online Quotation Software	● ● ● ● ●
Booking Systems	● ● ● ● ●	Trello	● ● ● ● ●
Asana	● ● ● ● ●		

**05 COURSES**

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03/2013 – 03/2014

**Sales Administration Course at American Advertising Association, IN**

**06 EXTRA-CURRICULAR ACTIVITIES**

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03/2019 – 03/2019

**Club Captain in California - Women in Cycling Association**

Santa Cruz, CA

## 07 LANGUAGES

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English



Spanish



## 08 INTERNSHIPS

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10/2009 – 03/2011

### **Administrative Support Assistant at Bluebird Marketing LLC**

Fullerton,  
CA

*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)