

# AMY SMITH

Local Office Administrator

1515 Pacific Ave, Los Angeles, CA 90291, United States

3056478349

email@email.com

Place of birth ..... *San Antonio*      Driving license ..... *Full*

## LINKS

*[Resume Viking](#), [Resume.io](#)*

## PROFILE

*Senior Local Office Administrator with 9+ years of experience in an international diplomatic office dealing with Europe and Asia. Multi-Tasker with a solid sense of detail and the capability to rank urgent vs. important client problems. Enthusiastic with an outstanding work ethic, deadlines-driven, and team targets. Broad experience in the planning, coordination, and support of operational activities within the sales department.*

## EMPLOYMENT HISTORY

❖ **Local Office Administrator, Tennis Club Courtsode** ..... Jan 2020 — Jan 2021

*Responsible for supporting obligations related to purchasing, logistics, order management, and general liaison with suppliers and vendors in a large regional municipality set-up with over 300 employees, servicing 10 locations.*

Nashville

- Developing strong relationships with partners in insurance and healthcare, assisting the department in the running smoothly.
- Coordinating Facility Services and maintaining facilities with vendors (HVAC service, cleaning co., EAP plans, Fire extinguisher service).
- Analyzing and coordinating daily department activities, achieving established goals.
- Maintaining department calendars, travel schedules, hotel bookings and arranging all pick ups and drop offs of staff at various airports around the country

❖ **Local Office Administrator, Kansas Town Council** ..... Jan 2016 — Aug 2018

*Acting as the liaison between the admin department and several other departments.*

Kansas City

- Maintaining client records and files according to state and federal protocols.
- Scheduling agendas, meetings, and events for the office and the employees.
- Liaising with Parking Garage Management and Property Management; managing and coordinating transponders and building access fobs for staff.
- Supervise office cleaner's work, keep the office safe, clean, and orderly, and oversee the office assistants' work in branch offices.

## EDUCATION

❖ **International Association of Administrative Professionals** ..... Jan 2021 — Jan 2021

*Certified Administrative Professional (CAP),*

Kansas City

❖ **Florida Career College** ..... Jan 2018 — Aug 2018

*Business Office Administration Program,*

Jacksonville

## SKILLS

Microsoft Office	<i>Expert</i>	Computer Skills	<i>Expert</i>
Microsoft PowerPoint	<i>Expert</i>	Customer Service	<i>Expert</i>
Microsoft Office Word	<i>Expert</i>	Administration	<i>Expert</i>

## LANGUAGES

English ..... *Native speaker*      Greek, Modern (1453-) ..... *Highly proficient*  
Spanish ..... *Highly proficient*

## COURSES

❖ **Sales Administration Course** ..... Jan 2021 — Jan 2021  
*American Advertising Association, IN*

## HOBBIES

*Crossfit, Boxing, Netball*

## ACHIEVEMENTS

- ❖ .....
- Initiated an electronic filing system that's easy to use, which decreased file retrieval time by 59%.
  - Decreased travel expenditure by 56% due to booking team events at cheaper locations. Enhanced the scheduling system by integrating a collaborative calendar, resulting in easier logging of appointments.